

Quotation Number : **38247**

Date : 6 September 2023

Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street

Lucid Systems Ltd
44 Felaw Street
Ipswich
IP2 8SJ

Melbourn
SG8 6DZ

RE : SharePoint Migration and 365 Backup

Dear Claire

Move / Migrate all Company Data to MS 365 Share Point online.
Sync and Migrate Personal "My Documents" files with OneDrive
Link all PCs to new Company Data area with in SharePoint
Uninstall and Reinstall of Office for each individual PC
Azure AD join Each device

Qty	Item / Description	Unit Price	Total
1	Migration to MS365 SharePoint online Set-up SharePoint Sites Set-up Security and Permissions Set-up Personal One Drive and Share Point Sync. Migrate Drop Box to SharePoint	600.00	600.00
4	MS 365 Cloud to Cloud backup Per licensed 365 User upto 50 Gb each. Or Based on storage foot print if the storage goes above the 50GB per user combined total. Backup O365 data with 100% fidelity, including full MS Teams support, SharePoint and OneDrive file metadata and sharing permissions Simplify and accelerate data recovery using Afi full-text Exchange mailbox backup search Instant direct download of single items or full user backups in 7+ available formats Easy to navigate point-in-time recovery, high-frequency backups with unlimited versioning 12 month term.	3.00 (Per Month)	12.00

Qty	Item / Description (Continued)	Unit Price	Total
4	Microsoft 365 Business Standard (NCE COM 1YR MTH) Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees. For existing subscribers the committed Licence Period is from Order Date until your next Annual Licence renewal date. For new subscriptions the committed licence period is 12 months. Payable Monthly.	10.30 (Per Month)	41.20
1	Remove and Reinstall Office For all individual Devices	600.00	600.00
1	Amalgamate and sort out e-mail domains To be all bought into Office 365 and sync'd so everyone is using the same e-mail domain		0.00

Subtotal £ 1,253.20

Quotation valid for a period of 7 Days,
stock availability can change at any time.

VAT at 20 % £ 250.64

Total £ 1,503.84

To confirm your order of the above items/services please sign and fax to **0845 8622613** or email to **info@lucidsystems.co.uk**.

Signed.....Date..... PO No.....

Full Terms and Conditions on all of our products available at <http://www.lucidsystems.co.uk/terms>