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“Supplying the world”

RAMemberUS IT Services
21 Dawn Road
ANYTOWN SA 5006

1 January 20XX

Ref: L23409

Attention: The Manager

Dear Sir or Madam,

Re: Supply of server equipment

Our company is currently seeking to replace its somewhat dated server equipment to maintain the effective information technology infrastructure of our business.

We are seeking a supplier willing to supply, install and manage our server infrastructure to establish suitable infrastructure for the foreseeable future.

Our key requirements are:

1. Supply of server with appropriate backup to support a business running approximately 25 workstations and related peripherals
2. Migration of all data from existing server to new server
3. Appropriate security and virus protection in order to safeguard data
4. Internet and email access available to all workstations
5. Supply and install of all equipment within 14 days from date of order with the transition managed outside of working hours in order to minimise disruption to the business
6. Documentation of all work undertaken including supply of all passwords and network management documentation.

We would appreciate if you were able to supply a quote as soon as possible. I have included for your information a profile of our business which may be of assistance to you.

Should you have any queries, please do not hesitate to contact me.

Sincerely,

Daniel Craig

Daniel Craig
Managing Director

Enc: Company profile