

Quotation.

Quote # 1308 15th April 2021.

Thank you for the opportunity to present this quotation.

Prepared for:	
Organisation	The Friendlies Chemist
Contact Person	Kerry O'Brien
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Quotation details.		Amount ex GST.
Description	<p>6 month business development support program. (May - Oct 2021)</p> <p>Includes:</p> <ul style="list-style-type: none"> Establish the e-commerce website with 20 product items as a starting point. Train staff to take products photos, update the website, fill orders, promote the site and feel confident with managing the site and inventory once it's set up. Liaison with your other software suppliers (eg inventory and point of sale). Pro-active assistance from Roxanne Grey to the leadership team (Kerry, Lauren and Gina) to implement the objectives from the strategic plan. Monthly meeting (face to face or via Zoom video conference) between Roxanne, Kerry, Lauren and Gina to map out operational tasks associated with each goal, then working through each task and reporting on progress. Roxanne working with Kerry, Lauren and Gina as a member of the leadership team, providing guidance, recommendations and support and leading the marketing function. Support from Roxanne's team for graphic design for any advertising as required. 1 x promotional video to promote the new website. Media releases and editorial support during the program to see if we can attract some media coverage. Support from Roxanne with regards to the premises (existing and/or new). Managing advertising. Support with reporting to the Board during this period. <p>Excludes:</p> <ul style="list-style-type: none"> Paid advertising costs. These costs will be as per the budget with The Castle Club re-direction of funds. Ongoing website hosting fees. Computer (if you decide you prefer a dedicated station for management of the website). Equipment for product photos or point of sale if you don't have these already. Equipment for processing online orders, eg scales, label printer to make posting products easy. <p>Note:</p> <ul style="list-style-type: none"> The website system will be on a Shopify platform. This quote is based on your existing IT systems including inventory and point of sale working together. If a customised IT solution is required and Shopify is deemed not suitable, we will only charge for the work completed to date. The component allowed for the website is \$23,980. 	\$77,970.00
Total ex GST		\$77,970.00
GST		\$7,797.00
Total incl GST		\$85,767.00

Terms.

\$12,995 + GST per month for 6 months.

Authorisation.

I authorise this quote and agree to the works detailed above.

Purchase Order #	
Signature	
Name	
Date	