

MEMORANDUM

Date: 2011.09.14
From: I. M. deBoss
To: D. Young
Subject: Teleconference Equipment and install

Mr. Young:

I. B. Urguy of Polycom Inc. has sent a bid for the equipment for the teleconference system you requested. They will install, set-up, and tune the system. They can be ready to install within 5 days of signing the contract. He has including everything in a bundle.

The bundle breakdown:

Item	Cost
50" Plasma monitor	\$1,043.67
Cisco Unified Videoconferencing 3515 Multipoint Control Unit	\$27,831.00
Apple Mac Pro 8-core Workstation MC561LL/A	\$3,238.00
Viewsonic LED 21.5" Widescreen Monitor	\$169.99
Polycom HDX 8000-1080 Media Center Video	\$38,299.00
Proprietary software package	\$999.99
Cables and accessories, installation	Free with purchase
Total	\$71,581.65

Mr. Urguy is on call with a contract and can be here within a day. He assures that their schedule has been cleared and they are ready to do business. They would like a 20% down payment when the contract is signed. The remaining balance would be due in 60 days.

B. Urguy's contact information:

Office: 555-328-6369

Cell: 555-225-4630

Email: iurguy@polycom.com

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