

Quotation for Additional Services

Ellendune Community Centre

Dated

2 July 2025

Private and Confidential

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1 Quotation

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1.1 Additional Monthly Fees

No of Users	Description	Unit Cost	Total Cost
1	Microsoft Office – Word, Excel, Power Point and Outlook – Charity rate	8.00	8.00
1	Outlook Only	4.70	4.70

1.2 Terms and Conditions

- Quotation valid for 30 days.
- Prices are subject to VAT at the standard rate.
- We reserve the right to increase our prices in line with the Retail Price Index