

SeaDog IT Ltd
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PL26 8LG
United Kingdom



Prepared For
Karenza Heald
MILLBROOK PARISH COUNCIL
Village Hall, The Parade
Millbrook , Cornwall
PL10 1AX
United Kingdom

Quote Date
12/02/2021

Quote Number
270121-204

Description	Rate	Qty	Line Total
Email Support Up to 1 hour ZOOM online training on use of new Council Email to demonstrate basic login and actions so Councillors can send and receive emails.	£85.00	1	£85.00
	£0.00	1	£0.00
	Subtotal		85.00
	Tax		0.00
	Quote Total (GBP)		£85.00

Notes

Training Will Include:

- (a) Logging on via browser
- (b) How to "compose" / create an email
- (c) Sending test email - which we will have them action during session so they can see replies
- (d) Folder location - like spam / sent etc
- (e) Contacts
- (f) Chat
- (g) Basic settings such as "out of office" and signature tweaks
- (h) Use with smart phones

NB: we won't be able to cover individual device set up using Outlook or other mail clients as each councillor

will have very different personal set ups but we can direct the to "how to" instructions online. We will need email address for each councillor in advance and ensure the they are online using Chrome, Microsoft Edge, Safari etc in advance

Terms

Thank you for doing business with SeaDog IT Ltd. We do expect payment within 21 days, so please process this invoice within that time. All overdue invoices will attract interest a 8% (per calendar month or part thereof) over and above the prevailing Bank of England Base Rate. We reserve the right to suspend services where accounts are outstanding. Our Current terms & Conditions can be found at <https://seadog.it/terms-and-conditions>

Note: for domain renewals - your domain name(s) will automatically be renewed after the designated period from this invoice date unless we receive instructions from you to cancel it.

SeaDog IT Ltd - Advent House, Station Approach, Victoria, St. Austell, PL26 8LG - Company No. 12296261