

March 29, 2017

MicroTek
Attention: Mara Xenos
2001 Butterfield Road, Suite 1500
Downers Grove, Illinois 60515

Revised Quotation for Facility Usage, Computer-based Training & Food Service

It is our pleasure to provide MicroTek with this quotation for facility usage. We are grateful you considered the Erie County Technical School for your meeting needs. We built this quote on the following conditions and fees:

Service Conditions

Duration:	2 days at 9 hours per day, 8:00 a.m. to 5:00 p.m.
Schedule:	September 14, 2017 and November 16, 2017
Number of Attendees:	20 per class plus instructor
Location:	Eagles Nest meeting room

Fees

Room Usage Fee:	18 hours at \$50.00 per hour = \$900.00
Computer Rental Fee:	21 computers at \$55 per two days = \$1,155
Food Service Fee:	21 attendees at \$5 per attendee for 2 days = \$210
Total Fees:	\$2,265.00

This quote can be modified to meet your needs. If this proposal meets your needs and you are ready to undertake the contract, simply complete the facility usage request form, provide evidence of liability insurance, and issue a purchase order to the Erie County Technical School for the total fees noted above.

Thank you again for allowing us to offer a proposal. We look forward to working with you on this project.

Respectfully yours,



Aldo R. Jackson, Ph.D.
Director

cc: T. Birchard, Business Manager
D. Von Volkenburg, Facilities Manager
J. Smith, Information Systems & Technology Manager
M. Perseo, Operation Specialist, The Nutrition Group

Enclosure: Facility Usage Request Form