



ISBAH IT

4th floor, Baitun Noor Jame Masjid Market
Doyagonj, Dhaka

E-mail: isbahit@gmail.com

Mobile: +880 13 29-66 35 62

Date: 09-09-2023

Farhad Prodhan

[Recipient's Title]

[Coffee Shop Name]

[Coffee Shop Address]

Dear Farhad Prodhan,

I hope this message finds you well. At Isbah IT, we have a long history of successfully working with clients from different countries and diverse backgrounds. Our global reach and commitment to excellence have allowed us to build enduring partnerships, and we are excited about the opportunity to add [Coffee Shop Name] to our list of satisfied clients.

Here's why you can trust Isbah IT for your software project:

Proven Track Record: We have a track record of delivering high-quality IT solutions to clients worldwide. Our portfolio includes successful projects that showcase our expertise in developing customized software solutions.

Transparent Communication: We understand the importance of clear and transparent communication, especially when working remotely. We will ensure that you are informed at every stage of the project, with regular updates and opportunities for feedback.

Dedicated Team: Our team consists of highly skilled professionals with experience in developing software for businesses similar to yours. They are committed to delivering a solution that meets and exceeds your expectations.



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Robust Project Management: We follow robust project management practices to ensure that your project progresses smoothly, adheres to timelines, and stays within budget.

Data Security: We take data security seriously and will implement best practices to protect your sensitive business information and customer data.

Support and Training: Even though we are physically distant, we will provide comprehensive support and training to ensure your team is comfortable with the new POS system.

Flexible Working Hours: Our team is accustomed to working across different time zones, ensuring that your project receives the attention it deserves, regardless of the geographical distance.

Payment Terms:

Advance Payment: The client, [Coffee Shop Name], agrees to make an advance payment of 50% of the total project cost, which amounts to 6,500 Tk, upon the signing of this contract. This payment is non-refundable and is required to initiate the project.

Final Payment: The remaining 50% of the total project cost, which amounts to 6,500 Tk, will be due upon successful completion and delivery of the POS software, as defined in the project scope and specifications.

Invoice: Isbah IT will provide invoices for all payments due. The client is responsible for ensuring that payments are made on time based on the agreed-upon schedule.

Project Success Criteria: The project is considered successfully completed when the POS software meets the specifications and functionalities outlined in the project scope and is approved by the client. Upon successful completion, the final payment is due within 2 working days.



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We understand that trust is the cornerstone of any successful business relationship, and we are fully committed to earning and maintaining your trust throughout this project.

If you have any questions or concerns at any stage of the project, please do not hesitate to reach out to us. Your satisfaction is our top priority, and we are here to address any inquiries or adjustments that may arise during the development process.

Thank you for entrusting Isbah IT with your software project. We are excited to embark on this journey together and look forward to contributing to the growth and success of [Coffee Shop Name].

Warm regards,

Isbah Group

A handwritten signature in black ink, appearing to be a stylized name, possibly "Isbah", written over a light blue grid background.