**Week 5 – Assignment #5 (Relaxing Travel - Part #3)**

Group 11

Pierce College – Session 6 2023

MIS 302: Project Management

Professor: Joanne Brogden

Document Created By: Leonard Gallucci

Date: 03August2023

**Exhibit A**

**Relaxing Travel Relocation**

PC Equipment Sales (the Seller) has agreed to with Relaxing Travel (the Buyer) to purchase all home office equipment for their remote employees during their relocation. The buyer has agreed to purchase all office equipment from the seller, which will include replacing office equipment if damaged, replacing every office equipment every three years if buyer request replacement. The seller will pick office equipment with requirements provided by the seller. The seller will submit anything picked for approval to the buyer. All submissions must be submitted via email to Elena Brown at [E.Brown@relaxingtravel.com](mailto:E.Brown@relaxingtravel.com).

The buyer is requesting the following office equipment to be provided by the seller:

* 6 – Office Desk
* 6 – Office Chairs
* 6 – Laptops
* 6 – Printers
* 1 – cost estimate for service contract

Once the seller has created a work order, and determined the appropriate material for the buyer, the seller will email Elena Brown at the above-mentioned email address. Once approved by Elena Brown, the seller will then order the material, and inform the buyer via email of the lead time until the material arrives at the seller’s warehouse. As the seller receives material from third party vendors, they will inform the buyer about the order progress. When all material has been received by the seller, the seller will contact the buyer to schedule delivery and installation of the material in each individual employee’s household. Once the work is completed, the seller will contact the buyer to close out the remaining balance.