

Project Management Quote

Document Details	
Quote Reference	PMQ-2025-001
Date	January 31, 2025
Valid Until	March 1, 2025

From	To
Surge BV	Justinas Lekavičius
Olivier Debeuf De Rijcker – CEO	Varniu g. 38-78
Vorstermanstraat 9	48387 Kaunas
2000 Antwerp, Belgium	Lithuania
VAT: BE0817208271	Tax ID: 39909290537
	Email: justinaslekas@gmail.com

1. Executive Summary

Thank you for considering Surge BV for your merchandise project. Based on our recent conversations, the meeting briefing, and the merchandise planning documents, we will oversee the entire process—from sourcing and guiding web designers to finding and vetting suppliers, establishing the financial model, and setting up the necessary tax structures in Lithuania.

2. Service Provider Details

Business Information	Contact Details	Banking Details
Company: Surge BV	Email: billing@surge.management	Bank: KBC Bank NV

Business Information	Contact Details	Banking Details
CEO: O. De Rijcker	Website: www.surge.management	IBAN: BE02 7340 5666 0840
VAT: BE0817208271	Address: Vorstermanstraat 9, 2000 Antwerp, Belgium	BIC: KREDBEBB

3. Project Scope

3.1 Project Coordination & Strategy

Phase	Activities	Deliverables
Project Initiation	<ul style="list-style-type: none"> • Documentation collection and analysis • Timeline development • Weekly status tracking 	<ul style="list-style-type: none"> • Project plan • Milestone schedule • Status reports
Stakeholder Management	<ul style="list-style-type: none"> • Regular communication • Progress reporting • Risk management 	<ul style="list-style-type: none"> • Communication plan • Risk register • Status updates

3.2 Web Design & Online Presence

Area	Activities	Outcomes
Design Management	<ul style="list-style-type: none"> • Designer selection • Design review process • Implementation oversight 	<ul style="list-style-type: none"> • Approved designs • Brand guidelines • Design assets
E-Commerce Setup	<ul style="list-style-type: none"> • Platform selection • System integration • Technical oversight 	<ul style="list-style-type: none"> • Working platform • Payment system • Fulfillment setup

3.3 Financial & Legal Structure

Component	Activities	Deliverables
Financial Planning	<ul style="list-style-type: none">• Cost modeling• Revenue projections• Cash flow planning	<ul style="list-style-type: none">• Financial model• Pricing strategy• Budget plan
Legal Framework	<ul style="list-style-type: none">• Tax compliance setup• Structure optimization• Regulatory verification	<ul style="list-style-type: none">• Legal structure• Tax registration• Compliance docs

3.4 Supplier & Launch Management

Phase	Key Activities	Expected Results
Supplier Management	<ul style="list-style-type: none">• Market research• Negotiation• Quality assurance	<ul style="list-style-type: none">• Supplier contracts• Quality standards• Production plan
Launch Strategy	<ul style="list-style-type: none">• Inventory setup• Marketing prep• Performance monitoring	<ul style="list-style-type: none">• Launch checklist• Marketing assets• Analytics setup

4. Project Timeline & Investment

Phase	Duration	Deliverables
Initiation	Weeks 1-2	Project plan, team structure, initial research
Design	Weeks 3-4	Website design, financial models
Development	Weeks 5-7	Supplier contracts, production samples
Implementation	Weeks 8-10	System setup, inventory, marketing
Launch	Weeks 11-12	Store launch, monitoring, adjustments

5. Commercial Terms

5.1 Project Investment & Value Delivery

Component	Details
Project Management Fee	EUR 4,500 (excluding VAT)
Payment Terms	Due within 7 days of acceptance
Value Delivery	<ul style="list-style-type: none">• End-to-end project management• Risk mitigation• Resource optimization• Strategic guidance

5.2 Service Coverage

Included	Excluded
<ul style="list-style-type: none">• End-to-end project coordination• Supplier management & negotiations• Financial modeling & strategy• Website & e-commerce guidance	<ul style="list-style-type: none">• Third-party design/development fees• Production & sample costs• Hosting & platform fees• Legal & accounting services• Travel expenses

6. Next Steps

To proceed with this project:

1. **Confirm Acceptance:** Reply to billing@surge.management with your confirmation
2. **Project Initiation:** We will schedule the kick-off meeting and begin documentation collection
3. **Administrative Setup:** Process initial invoice and establish communication channels

Surge BV

Olivier Debeuf De Rijcker
Chief Executive Officer

Quote valid for 30 days from date of issue. Acceptance via email confirmation to billing@surge.management constitutes agreement to the terms outlined above.