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| From: Annie  To: Deanna  Subject: Contract update and its impact on the project budget  Dear Deanna,  How do you do, hope everything is fine. I have recently received an update on the pricing structure of the tablets, hence I thought of updating you on the impacts of it.  We are almost finished with our contract, but we discovered that their business has changed, and it is now a subscription-based service rather than selling the tablets and licensing separately. That is to say, the cost has altered and will have an impact on our project budget.  The previous tablets had pre-installed software; however, they are no longer adding the pre-installed software for us. Since the vendor has decided to opt for subscription-based service, they will not comply unless we sign up for a yearly deal for a specific number of tablet purchases.  Instead of paying $200 per tablet for the 40 we require, we could pay $300 per month for a subscription that includes all 40 tablets, software, 24/7 support, customization—everything.  So, instead of $8000 for the first year's use of all the tablets, it will only cost us $3,600, including support. However, that $3,600 will have to be paid every year from now on.  Given the above information, please can you confirm how you wish us to proceed by close of business today to ensure there are no delays to the launch? If you need any further information, please let me know.  Best Regards,  Annie |