Follow-Up: Public Broadcast Group IT Consultation & Next Steps.

Hi Michael Diaz,

Thank you again for meeting with me on Monday to discuss Public Broadcast Group's IT needs. I look forward to helping you optimize your systems and make daily tasks smoother for your team.

Summary of Scope

Our key focus areas are:

- Microsoft Access Database: Enhancing the Microsoft 365 Business Standard database (backed by SQL Server for approximately 15 users) to deliver cleaner invoice templates, automatic data copy for sales reps, and adding customer emails to invoices.
- AT&T Office@Hand: Assessing the VoIP/PBX hybrid setup for integration potential through the Office@Hand API.
- Environment: We noted a stable LAN/Fiber connection with backups in place and administrative access confirmed.

Proposal & Cost

The initial assessment and planned enhancements are outlined below:

Task	Description
Access Database Review	Review existing database structure, tables, and forms, and identify performance and design improvements.
Invoice Enhancements	Redesign invoice layout and automate data copy for sales, including customer email.
AT&T Integration Assessment	Test API access, evaluate integration feasibility, and potentially integrate with Power Automate.

The Estimated Total for the full scope is **$400–$600**. My Hourly Rate for any additional custom requests outside this outlined work is **$85/hr**.

Please let me know if you would like to begin with the database review and invoice enhancements first—I can get started as early as next week.

Best regards, Neighborhood Tech Helpers

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