
DISC MEDIA'S



LAST HOORAH

As per your request, enclosed you will find the purchase orders and annual cost summaries for Disc Media's Last Hoorah, as well as the Rack Diagram and Floorplan sketch. I have included all the costs mentioned in the memo as well as the annual supplies and maintenance with the exclusion of paper for the printers.

Please let me know if there are any changes you'd like to see reflected before the floor plan or any purchase orders get sent off, and they will be taken care of promptly. I did not get a budget decision from you in the memo, but once you have a number changes can be made if necessary.

Thanks,

Jay Thunder, MHS NetAdmin

Disc Media's Last Hoorah

1234 Warehouse St.
River City, VA, 23288
(804) 456-7890



Initial Cost Summary

11/1/2018

Name	Employee ID	Department
Jay Thunder	123456123	Telecommunications
Manager	Purpose	
THE BOSS	Expense purpose	

Date	Vendor	Description	Notes	Amount
11-01-18	Adobe	VIP subscription	annual cost	\$670.85
11-01-18	Red Hat	RHE 2-socket license	annual cost	\$736.39
11-01-18	NPONet	Setup & Migration		\$62,245.00
11-01-18	PCI	Audit & First Year		\$2,532.00
11-01-18	Quark	2018 Full License		\$895.70
11-01-18	TigerDirect	Rack Equipment		\$5,623.80
11-01-18	IBM	Tape Drives		\$14,137.00
11-01-18	Newegg	PCs and printers, misc	Includes 1 year toner/ink	\$31,354.57
11-01-18	Xerox	Multifunction Printer	Includes 1 year toner/ink	\$12,969.03
11-01-18	Global Industrial	Powered Cart		\$1,914.83
11-01-18	Utd. Security	Monthly tape service	annual cost	\$4,431.00
11-01-18	R.C. Electric	Electrical		\$20,572.50
11-01-18	W.B. Networking	Telecom services		\$580.25
11-01-18	VOCAD/Megapath	T3 service	annual cost	\$9,495.00
11-01-18	Cavalier	T3 service	annual cost	\$4,431.00
11-01-18	Verizon	DSL for WAP	annual cost	\$1,126.74

\$173,715.66

Signature

Jay Thunder

Date

11/1/2018

Disc Media's Last Hoorah

1234 Warehouse St.
River City, VA, 23288
(804) 456-7890

Annual Cost Summary

Includes projected maint

Name	Employee ID	Department
Jay Thunder	123456123	Telecommunications
Manager	Purpose	
THE BOSS	Expense purpose	

Date	Vendor	Description	Notes	Amount
11-01-19	Adobe	VIP subscription		\$670.85
11-01-19	Red Hat	RHE 2-socket license		\$736.39
11-01-19	NPONet	Hotsite & Maintenance		\$8,040.00
11-01-19	PCI	Services		\$400.00
11-01-19	Quark	2019 Full License		\$895.70
11-01-19	TigerDirect	Rack Equipment	Maint. estimate	\$674.00
11-01-19	IBM	Tape Drives	Maint. estimate	\$1,696.44
11-01-19	Newegg	PCs and printers, misc	Includes 1 year toner/ink	\$8,146.27
11-01-19	Xerox	Multifunction Printer	Includes 1 year toner/ink	\$9,081.16
11-01-19	Global Industrial	Powered Cart	Maint. estimate	\$229.78
11-01-19	Utd. Security	Monthly tape service		\$4,431.00
11-01-19	R.C. Electric	Electrical	Maint. estimate	\$237.60
11-01-19	W.B. Networking	Telecom services	Maint. estimate	\$69.63
11-01-19	VOCAD/Megapath	T3 service		\$9,495.00
11-01-19	Cavalier	T3 service		\$4,431.00
11-01-19	Verizon	DSL for WAP		\$1,126.74

\$50,361.56

Signature

Jay Thunder

Date

11/1/2018

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Adobe
345 Park Avenue
San Jose, CA 95110-2704
Tel: 408-536-6000

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	All apps access, monthly	12	52.99	635.88
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	635.88
TAX	34.97
SHIPPING	-
OTHER	-
TOTAL	\$ 670.85

Comments or Special Instructions

This seems to be the best deal, giving us access to their programs for 12 months with a monthly subscription. The other option is the VIP subscription plans offered by Adobe. Let's check with Advertising first before we settle on this.

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Red Hat Enterprises, Inc
Accounts manager
100 E. Davie Street
Raleigh, NC 27601
1 (919) 754 3700

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
RH000005	RHE 2-socket license	2	349.00	698.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	698.00
TAX	38.39
SHIPPING	-
OTHER	-
TOTAL	\$ 736.39

Comments or Special Instructions

Plan for yearly renewal

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

NPONet
Guy Schick
11210 Revere Ride Rd
Boston, MA 09129
Phone: 617-898-2356

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	NPONet Software Pkg, Firewall, 12 User	1	47,000.00	47,000.00
	Data Migration from Yahoo	1	12,000.00	12,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	59,000.00
TAX	3,245.00
SHIPPING	-
OTHER	-
TOTAL	\$ 62,245.00

Comments or Special Instructions

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Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

PCI Compliance, Inc
Accounts manager
1000 N Boston Rd
Farmington, MA 09876
Phone: 617-985-3257

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Initial Audit, monitoring & services	1	2,000.00	2,000.00
	First year of service	1	400.00	400.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	2,400.00
TAX	132.00
SHIPPING	-
OTHER	-
TOTAL	\$ 2,532.00

Comments or Special Instructions

First year of service included, 400/yearly thereafter

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Quark Software Inc.
1225 17th Street
Suite 2050
Denver, CO 80202
United States
1 303.894.8888

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Quark 2018 Full new license	1	849.00	849.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	849.00
TAX	46.70
SHIPPING	-
OTHER	-
TOTAL	\$ 895.70

Comments or Special Instructions

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

TigerDirect
940 E. Mariposa Ave
El Segundo, CA 90245
Tel:(888) 278-4437

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
N252-048	T/L 48-Port Cat5/6 Patch Panel Rackmount	1	148.00	148.00
NSS-G24D2	T/L 24-Port Gigabit Mngd. Ethernet Switch	2	311.99	623.98
PDUMH20ATNET	T/L Dig. PDU 16 NEMA 5-15/20R 20A Web	1	562.99	562.99
SU3000RTXL3U	T/L SmartOnline UPS System 3KVA	2	1,114.99	2,229.98
BCPERS300	T/L 300VA UPS Tower 120V	10	82.99	829.90
SR42UB	T/L SmartRack with Front Panels	1	935.77	935.77
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	5,330.62
TAX	293.18
SHIPPING	FREE
OTHER	-
TOTAL	\$ 5,623.80

Comments or Special Instructions

All Tripp Lite products come with a lifetime warranty

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

IBM
Corporate headquarters
1 New Orchard Road
Armonk, New York 10504-1722
United States
US: 914-499-1900

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
TS4300	IBM TS4300 Tape Library	2	6,700.00	13,400.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	13,400.00
TAX	737.00
SHIPPING	-
OTHER	-
TOTAL	\$ 14,137.00

Comments or Special Instructions

TS3100 has been withdrawn from the market, this is the replacement product IBM is offering

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Newegg
9997 Rose Hills Rd.
Whittier, CA 90601
Phone: (800) 390-1119
Fax: 626-271-9403

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
UM.KG7AA.002	G257HU Black/Silver 25" WQHD LCD Monitor	4	266.31	1,065.24
PA328Q	PA328Q Black 32" 4K UHD LCD Monitor	2	977.12	1,954.24
Fax-2840	IntelliFax-2840 High-Speed Laser Fax	1	189.99	189.99
LS2208	Zebra Barcode Scanner	1	77.33	77.33
X4D92AN	HP 64 Ink Cartridge Pack	8	40.99	327.92
1700-6LWT	Tape Drive labels	200	0.46	92.00
G50-70	Lenovo G50-70 Laptop	1	599.48	599.48
	Tape LTO Ultrium-5 1.5TB/3.0TB 5/pk	40	109.45	4,378.00
K7R96A#B1H	HP Envy 7855 All-in-one Inkjet Printer	2	179.99	359.98
	Dell Enterprise 1.2TB SAS HDD OEM	4	119.99	479.96
E5-2407	Poweredge R520 Basic SAS Custom Server	4	2,399.00	9,596.00
G3950	CybertronPC G3950	4	389.99	1,559.96
	Alienware Aurora Desktop PC	1	5,075.00	5,075.00
GC420-200510	Zebra Thermal Printer	1	238.00	238.00
io3452-3291BLK	Dell All-in-one PC	4	599.00	2,396.00
ET-4750	Epson EcoTank Wireless All-in-one	1	1,147.29	1,147.29
	Epson EcoTank 502 Ink Bottles Value Pack	2	91.79	183.58
				-

SUBTOTAL	29,719.97
TAX	1,634.60
SHIPPING	-
OTHER	-
TOTAL	\$ 31,354.57

Comments or Special Instructions

If you have any questions about this purchase order, please contact
Jay Thunder (804) 848-6997 Netadmin@DMLH.net

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Xerox Corporation
201 Merritt 7
Norwalk, CT 06851-1056
Phone: 1-800-275-9376

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Xer	VersaLink C7000 Color Multifunction Printer	1	1,349.00	1,349.00
C7000-BUNDLE-10	VersaLink C7000 Toner Bundle	7	1,219.96	8,539.72
097S04911	VersaLink C7000 Integrated Office Finisher	1	849.00	849.00
008R12964	Main staple cartridge for finisher	1	134.40	134.40
097S04907	C7000 3x520 Sheet Trays	1	1,299.00	1,299.00
008R12941	Stapler refill 3-pack	1	121.80	121.80
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	12,292.92
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TAX	676.11
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SHIPPING	-
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OTHER	-
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TOTAL	\$ 12,969.03
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Comments or Special Instructions

Approx capacity of cartridge is 10500 pages per cartridge
Projected usage of 72000 sheets per year
Estimated usage of 7 toner bundles per year.

Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Global Industrial
11 Harbor Park Drive
Port Washington, NY 11050
Phone: 1-800-978-7759

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
WGB2192007	EC380 EcoCart with 100AH Battery	1	1,815.00	1,815.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	1,815.00
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TAX	99.83
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SHIPPING	-
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OTHER	-
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TOTAL	\$ 1,914.83
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Comments or Special Instructions

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Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

United Security Vaults
1225 17th Street
Richmond, VA 23224
Phone: 804-568-3269

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Tape pick up/drop off monthly	12	350.00	4,200.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	4,200.00
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Comments or Special Instructions

This reflects the first year of service, to be extended monthly

TAX	231.00
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SHIPPING	-
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OTHER	-
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TOTAL	\$ 4,431.00
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Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

River City Electric
Accounts manager
7 Argyle Court
River City, VA 23285
Phone: 804-856-6897

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	22KW Natural Gas Generator & ATS	1	8,500.00	8,500.00
	Ground Stake, Meter, Panel install & setup	1	5,000.00	5,000.00
	Network Room AC install	1	2,000.00	2,000.00
	20amp circuit & add'l outlets	4	1,000.00	4,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	19,500.00
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TAX	1,072.50
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SHIPPING	-
----------	---

OTHER	-
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TOTAL	\$ 20,572.50
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Comments or Special Instructions

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Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

We Be Networking LLC
1264 8th Street
Suite 2050
Richmond, VA 23234
United States
Phone: 804-046-5645

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Service Charge	1	100.00	100.00
	Telecom Drop	10	45.00	450.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	550.00
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TAX	30.25
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SHIPPING	-
----------	---

OTHER	-
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TOTAL	\$ 580.25
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Comments or Special Instructions

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Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Megapath
Accounts manager
2300 Corporate Park Dr.
Suite 300
Herndon, VA 20171
Phone: 703-376-2700

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	T3 service, monthly	12	750.00	9,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	9,000.00
TAX	495.00
SHIPPING	-
OTHER	-
TOTAL	\$ 9,495.00

Comments or Special Instructions

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Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Cavalier Telecom
Accounts manager
1124 Lovey Ln
Richmond, Va 23231
(804) 249-9103

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	T3 service, monthly	12	350.00	4,200.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	4,200.00
TAX	231.00
SHIPPING	-
OTHER	-
TOTAL	\$ 4,431.00

Comments or Special Instructions

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Disc Media's Last Hoorah

PURCHASE ORDER

1234 Warehouse St.
River City, VA, 23288
Phone: (804) 456-7890
Fax: (804) 867-5309
Website:

DATE	11/8/2018
PO #	[123456]

VENDOR

Verizon
Accounts manager
2617 Stuart Ave
Richmond, VA 23220
(804) 249-9103

SHIP TO

The Boss
DMLH LLC
1234 Warehouse St
River City, VA, 23288
Phone: (804) 456-7890

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
DMLH LLC	N/A	N/A	N/A

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	DSL Service, monthly	12	89.00	1,068.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

SUBTOTAL	1,068.00
TAX	58.74
SHIPPING	-
OTHER	-
TOTAL	\$ 1,126.74

Comments or Special Instructions



Icon Legend	
	VOIP Phone
	Fax
	Server
	VOIP/PBX Controller
	All-in-one PC
	Laser Printer
	Pitney-Bowes Printer
	Desktop PC
	UPS 300VA
	XEROX C7000
	Thermal Printer
	Postage Scale
	Cart w/ PC & Battery

Rack Dimensions

H: 79"

W: 24"

Cat6 Bundle to Office

Patch Panel

LAN Switch

Tape Drive #1

Tape Drive #2

Monitor

8 U

Keyboard Drawer

Secure Switch

1 U

192.168.7.2

DBMS Server

192.168.7.1

App/Web Server

192.168.7.3

Backup Server

192.168.7.254

DMZ/Proxy Server

PDU/ATS

3000VA UPS

3000VA UPS

9 U

FRONT

REAR

VOCAD T3

Cavalier T3

75.75.183.10

