# 4. Quotation Email

From: jaypgopani05@gmail.com

To: procurement@greenglobe.com

Subject: Quotation for Annual IT Maintenance Services

Dear Procurement Team,  
  
Thank you for considering 4S Solutions Pvt. Ltd. for your IT maintenance needs. Please find below the quotation details for your review:  
  
Service: Annual IT Maintenance Contract  
Coverage: 24/7 Support and On-site Visit  
Cost: $8,500/year  
  
We look forward to the opportunity to serve your organization. Please let us know if you require further details.

Thanks and Regards,  
Jay Gopani  
Senior Associate Manager  
4S Solutions Pvt. Ltd.  
London, ON  
N5Y3B4