

From: Peta

To: Deanna [Senior Stakeholder]

Subject: URGENT Executive decision regarding the tablet contract update.[Subject line]

[Greeting and intro]

Hi, Deanna. How are you today? Hope you are in good shape despite all the work that you have to do.

[Body]

Recently, I had an email from Seydou, related to a tablet contract update. They just released a new pricing structure for their menu tablets and the software. Previously, they would sell the tablets to the restaurants, and part of that cost would include the menu software, like a one-time licensing. But they're no longer offering that option. The vendor is now going forward as a subscription-based service, which includes hardware, software, support, customization, POS integration, and more as part of a monthly flat rate. Now, instead of \$200 per tablet for the 40 tablets we need, the subscription that matches our needs would be \$300 a month and would cover all the parts we need, such as : the software, 24/7 support, customization. So instead of \$8000 for using all the tablets in the first year, it will cost us only \$3,600, including support. But, that \$3,600 will need to be paid every year going forward.

[Conclusion]

All the related updates that stated in the email above, will affect the OKRs company and initial budget that had been agreed in the project proposal. As a result, I need you to make an update decision-making regarding the above situations whether we approve or instead reject the new contract by starting to explore other options.

[Email closing]

Best Regards,

Peta