



*Last Minute IT*

18<sup>th</sup> November, 2019

## **Last Minute IT**

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To

**Mr. Mohamed Humayun Kabir**

**Job Link Corporate**

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**Dear Sir,**

Greetings from **Last Minute IT**, one of the most rising company in IT enable services. At **Last Minute IT**, we take pride in operating as a full-service IT company. We are happy to handle lots of IT related projects, personnel/business related projects and everything in between. We are a company that works with our clients in order to ensure all of their IT needs within the budget they can afford.

Clients choose to do business with **Last Minute IT** because of its extraordinary approaches and while they could feel that we are not like other general IT companies in this area. We always provide our clients with a whole new level of professionalism, quality and experience through professional manner and best quality services.

When you need assistance in IT/web enable services, you need someone you can count on. You need someone who can provide you the desired services by working within your time frame and your budget. At **Last Minute IT**, we make every effort to ensure that our teams of engineers meet every single one of your needs.

Please feel free to contact us for any type of query at your convenient time. We look forward for your positive response soon.

**“Hope this information will be helpful to you.”**



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**Title: New Dynamic Website of Job Link Corporate**

Prepared for

**Mr. Mohamed Humayun Kabir**

**Job Link Corporate**

Contact: +1 647 889 1067

Email: [fotiquechowdhury@gmail.com](mailto:fotiquechowdhury@gmail.com)



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**Date of Submission**

[16<sup>th</sup> November, 2019]



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## Table of Contents

### Statement of Confidentiality & Non-Disclosure

#### Executive Summary

1. Company Background
2. Proposed Strategy or Plan
3. Why Choose Last Minute IT?
4. Implementation Plan
5. Costs or Budget
6. Conclusion

#### Statement of Confidentiality & Non-Disclosure

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**By acceptance of this document, the recipient agrees to be bound by the aforementioned statement.**

#### Executive Summary

Having duly examined your situation, we are confident that our proposed services will effectively address your needs. Our goal is to enhance your existing website in fully dynamic form by our innovation and experiences in development of eye-catching website and to complete the project. By availing itself of our services including layout, website programming and quality, Last Minute IT will fulfill in accordance with the requirements specified by you.

- **Approved Website Design Layout/Pages:** The approved website layout/pages is the designs agreed for development by you. We generally do the design on raw Photoshop so you can expect any changes or correction there before we are going to the development phase.
- **Website Programming:** The work and coding involved in developing the approved website design layout. We propose PHP (**Core, Raw Coding**) as programming language. On the time of coding we will accept any correction/s provided by you.



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- **Website Quality Check:** The review of all pages, test of all forms and other functions of the website.

### **Website Package Includes**

**Last Minute IT** includes the following elements in the website package:

A logo designed for **Job Link Corporate**. Responsive HTML5 designed (Mobile, Tablet & Desktop). Home page designed with a slider. A page designed containing all services. Pricing page designed with data and offers. Contact page designed with inquiry form and Google maps. Designs and layouts will be SEO friendly. We will also provide a dynamic admin panel (CMS) for updating contents anytime.

- Custom Designs (Home, About company, Services, Pricing, Contact)
- Full site's development
- CMS (Content Management System)
- Video Streaming
- Pre-approval option for admin regarding members post or activities.

### **Special Options Will Be Added To Your Website:**

- Activated site (Facebook, Twitter, LinkedIn, Google+, YouTube)
- A custom CMS to manage the website without knowing any programming language.
- Unlimited uploading facilities.

Our unique ability to describe skills and our successful track record in mentioned relevant experiences make us an invaluable partner in IT enable service market. We look forward to forming a mutually rewarding relationship with **Job Link Corporate**.

### **Proposed Strategy or Plan**

We have analyzed present market situation in developing website to achieve better business cash flow and believe the following objectives will be fulfilled:

- The business of **Job Link Corporate** will be enhanced.
- Market share will be increased.
- Promotional activities will be increased multi-fold.
- Social activity can easily be broadcast through this sites

**Deliverables:** In the course of this project, we will deliver a good eye-catching website, admin panel to amend contents of the said project directly and will manage the work done by the following teams:

- **Team A- Akib Rahman Saleheen** Project Manager,  
Main Tasks: To coordinate with contact person of **Job Link Corporate** to collect all required information & data from the client.
- **Team B- Saif Hasan Faraz** Team Leader, Graphics & Design Team  
Main Tasks: To collect Data, Customize images and design the site.



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- **Team C- Nazmus Sakib Siraji** Team Leader, Web Development Team

Main Task: To receive design from designing team, upload the website sharply followed the schedule for the project.

### Why Choose Last Minute IT?

When Comparing Our capabilities to that of competitors, you will easily find out the benefits of choosing **Last Minute IT**. These may include-

- ✓ Eye-catching, sales bringing, message-passing website, effectively you've your needs.
- ✓ 24/7 Client Support
- ✓ Improvement in business model
- ✓ Best quality design that yield high ROI
- ✓ Best practiced CMS
- ✓ Cost savings

**Expertise & Stability:** We have enough highly knowledgeable workforces, skilled & experienced designers, versatile web developer and CSS team, expertise in PHP raw coding, java, JQuery, joomla. Wordpress, .net etc.

### Project Plan

- We will purchase domain and hosting at first.
- We will start the logo design at the very beginning.
- We will build the website after logo is confirmed and show you 3 demo layout of your website.
- Once you confirm the layout we will start build the website on a demo web address for your feedback and comments.
- Once website is fully done we will move the site to the newly purchase domain and hosting.
- Order Management System (OMS) will be last phase of the project.

### Implementation Plan

We have the opportunity to follow the implementation strategy:

Initiation>Planning>Information

Engineering>Review>Execution>Testing>Evaluation>Submission>Closure

We always follow the strategic methods of work in any project. Moreover we also maintain the following optional methodology for successful completion of project- i.e. Technical implementation details, product testing and beta phases, periodical staff training, recovery & emergency plans by 30 working days from the day client handover 100% content of the website. It can take more if client modifies their demand very frequently.

### Project Timing

Domain & Hosting purchase	1 day
Logo Design	3 - 5 days
Website Design	2 – 3 weeks
Order Management System	4 – 6 weeks

\*Project timing may vary depending on company-client communication.



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### Costs Or Budget

The following are the relevant costs of the said website; all may not apply to your situation.

<b>Dynamic Business website</b>	<ul style="list-style-type: none"><li>• A logo design for your business.</li><li>• Responsive HTML5 design.</li><li>• Home Page with slider.</li><li>• Services page.</li><li>• Pricing page with data and offers.</li><li>• Contact / Inquiry form / page with Google maps.</li><li>• SEO Friendly Design &amp; Layouts.</li><li>• Dynamic Admin Panel (CMS) for updating any content or picture anytime.</li><li>• An online booking request form with email notification.</li></ul>	Total Cost BDT-8,000
<b>Order Management system (OMS)</b>	<ul style="list-style-type: none"><li>• Daily / weekly / Monthly order or jobs summary</li><li>• A new order creation</li><li>• Update / modify a jobs or order</li><li>• Job approval system (Pending, Approved, Reject)</li><li>• Job listing based on pending / running / completed</li><li>• Job confirmation notification via email</li><li>• Summary of total jobs or total revenue for a week / month</li><li>• Reporting of total jobs handled etc.</li></ul>	Total Cost BDT-15,000
<b>Domain &amp; Hosting</b>	We will discuss on that.	
<b>On Demand</b>	Per Tab (Dynamic Page) adding <b>after the site fully delivered.</b>	1000 BDT
<b>On Demand</b>	Tech Suggestion (24/7)	Free
<b>Total Cost</b>		<b>23,000 BDT</b>

### Payment Terms

- Initial amount at time of order is 25% of estimated project cost should be paid in advance (total project cost is BDT 23,000 without domain and hosting purchase)
- Remaining balance amount should be paid after completion and hosting of the website.

### Checklist Of Information We Need From You

1. Logo idea
2. Preference color / do you have preference for any color for the website or logo
3. Slider Images idea
4. Services's details
5. Your capacity
6. Your specialty / why people will choose you?
7. Short description about your business or history or vision
8. Your company details ( registered name, address, phone number, email )
9. Information of the booking request form
10. Your pricing data / fair rate chart
11. How it works – I mean how your pricing works – a break down of a bill
12. Your special offer or discount option if any
13. Your current record keeping excel sheet you maintain to keep day to day jobs history



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### Conclusion

**Last Minute IT** is confident that our proposed project strategy will enhance the quality of your existing website and raise ROI. We sincerely hope that **Job Link Corporate** will consider us as a long-term partner and allow us to enter into a mutually beneficial relationship. We are available to answer any question you may have and looking forward to discuss the opportunity further.

After reviewing this document, the following steps should be performed in order to come to a final agreement.

- ✓ Submission of questions/suggestions
- ✓ Counter proposal or approval by **Job Link Corporate**
- ✓ Negotiation of fees, terms, clauses and conditions

We declare this offer to be binding and free of errors or omissions. Due diligence has been performed in order to ensure compliance with your requirements and particular situation.

Thank you for your interest.

Sincerely

**Nazmus Sakib Siraji**

Chief Operating Officer

Phone: +8801746423692

I acknowledge that my company has signed a formal nondisclosure agreement, which must be adhered to for participation in any situation. We both become agree to work together & mutually signed this agreement on the date of 16<sup>th</sup> November, 2019.

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**Raisa Binte Shathi**

**Manager**

**Job Link Corporate**

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**Nazmus Sakib Siraji**

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