| From: Peta  To : [Deanna]  Subject: [Urgent: Budget renewal for menu tablets]  Greetings Deanna,  I hope this email finds you well, I am your project manager for Sauce & spoon tablet menu  We have an update from our vendor which has a direct impact on our budget. Our budget for the tablets was $8000 and since their policy has changed they’ll no longer sell the tablets at that price, so instead of $8000 for using all the tablets in the first year, it will cost us $3,600, including support. But, that $3,600 will need to be paid every year going forward. That being said I think it will save us some money to start with and after a couple of years, it will cost us more than our allocated budget. But I think we should go with it as we’ll be upgrading the system every year or two as per our objective of consistently innovating through annual projects (like menu tablets) to give customers a better dining experience.  So, I’d request you to approve the new budget with the vendor so that we don’t have to extend our launch and keep the project on track. If the cost is more than the benefits we’ll have enough time to revisit the terms or find a new vendor as the approved budget is $8000 and after 2 years we’ll be saving $800 from the original cost by then we can look for a new vendor or continue with them.  Looking forward to hearing from you.  Best Peta Project Manager |
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