

TO: Management Team

FROM: Project Lead

SUBJECT: Cloud Migration Timeline & Budget

Team,

We are ready to move forward with Apex Systems for the cloud migration.

Timeline:

We must go live by March 1st. I have spoken to Apex, and they verbally agreed that we can cancel the contract anytime if the performance is poor, despite what the paperwork says.

Budget:

We have negotiated a Net-60 payment term with all vendors to improve our cash flow for Q1.

Risks:

I don't foresee any major risks with the Apex contract. It looks standard.

Let's get this signed!