



123 Main Street
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<http://www.LocalComputerService.com>

W.O. # : 123456
W.O. Date : 12/22/2019

Requested By: Acme Widgets
Customer ID: AW001
Department: Corporate

JOB	BILL TO	SHIP TO (if different)
Install, configure and provide ongoing professional management services for business-class online backup of up to 100GB of critical data files over existing high-speed Internet connection	John Smith Acme Widgets 456 Freedom Drive Washington, DC 20000 202-555-1234	SAME

Additional Details:
First month includes additional charges for install & configuration

Authorized By: _____

Date: _____

SERVICE and LABOR	Hours	Rate (\$/hr)	Line Total
Download & install backup client software, identify & select critical files, folders, email stores, SQL databases & applications for backup. Define retention times, set backup schedule(s), assist in firewall updates & addition of exceptions to antivirus scanners. Validate initial baseline of data over Internet, restore test files & optimize setup as required	3	100.00	300.00
Daily monitoring (up to 5 devices) to ensure backup complete, review logs, identify and report when file(s) fail to backup or other related errors observed, correct minor issues (est. 15 min/business day)	5	100.00	500.00
			\$ 800.00
TAX RATE			0.000%
TAX A			\$ -

PARTS and MATERIALS	Qty	Unit Price	Line Total
Monthly subscription to Mozy Pro online backup service (100GB)	1	52.98	52.98
			-
			-
			-

OTHER COMMENTS

- Monitoring services & cloud storage (Mozy) invoiced monthly
- Disaster recovery efforts (as required) will be invoiced T & M
- Please send correspondence regarding this work order to:
Jane Doe, (202) 555-1299, janedoe@gmail.com

SUBTOTAL	\$ 52.98
TAX RATE	0.000%
TAX B	\$ -
S&H	\$ -
OTHER	\$ -
TOTAL	\$ 852.98

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I agree that all work has been performed to my satisfaction.

Completed Date: _____

Signature: _____

Date: _____

Thank You For Your Business!