



To,

Date : 06/07/2018

The National Movers & Packers  
221/1, Upen Banerjee Road, Ground floor,  
Sukhmani apartment Behala, Parnsree,  
Kolkata - 700060  
MB: 9674039639 / 967403964

Sub: Work order for shifting office desk's and equipment's on July 6, 2018 (Friday)

Dear Sir / Madam,

Based on your quotation dated 21/06/2018 Cegura' technology solution decided to give work order for shifting office desk's and equipment's to new office premises address: New Webel IT Park, (Phase-III), Khaprail More, Matigara - Kurseong Road, Siliguri- 734010.

In order to ensure the smooth and secure shifting process without damage as per discussion the basic terms and conditions are:

- o Shifting has to be completed in one 36 hours
- o Starting time of work is 11:30 AM
- o We will transport by 407 IPT vehicle

**List of item shifting**

- 98 pcs agent desk (Old and Used)
- LAN Cable box (Old and Used)
- Electric switch and box (Old and Used)
- Electric Cable (Old and Used)
- IP phone 56 Pcs and adapters (Old and Used)
- 2 computers, and monitors (Old and Used)
- 6 LAN Switches (Old and Used)
- 10 CCTV Cameras and 2 DVRs (Old and Used)
- One 4u network Rack (Old and Used)

Please sign and return a copy of this letter as a token of your acceptance of the above- mentioned terms and conditions.

Thanking You,  
Vivek Kr Sinha  
AVP - IT  
Cegura' technology Solution

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