

# LYNKFAST PROPOSAL DOCUMENTS

## INSTRUCTIONS



### Cover Page

The cover page should consist of:

1. Title of the project
2. Client Name and address
3. Revision details
4. Modification date
5. Client Logo
6. Presenter detail with Logo

Refer the sample document for design and change the color theme suitable for Systec101 (use shades of green).

The details of the Title, Client Name & Address will be entered by the user in the Project Setup Details section. These details should be reflected in the cover page.

In the Project Setup Details section, a separate tab for uploading the client's logo is required.

If the client's logo is less than the 1200x600 size, the size of the page shrinks based on the size of client's logo. This needs to be changed. The size of page should not shrink. It should be made default either to letter or A4 size.



The presenter details at the bottom of the page should be made **default** (fixed for all projects) in the layout. The Systec101 logo in the right corner and the name and address of Systec101 in the left corner.

The footer section will display the website link - <https://systec101.com/>

#### **Details:**

Systec101, LLC  
11871 E 33rd Avenue, Suite B  
Aurora CO 80010 United States.  
(303) 537-7575  
<https://systec101.com/>

## Sample – Cover Page Design

COVER PAGE	
CAT6 Structured Cabling, Access Control, Security Cameras, Intercom and Burglar Alarm	
<b>ARCA</b> 4551 Glencoe Ave, suite 425 Marina Del Rey, CA 90292 United States	Revision: 1 Modified: 2/25/2022
	
<hr/>	
<p>Presented By:</p> <p><b>Empire Technologies Group Inc</b></p> <p>7010 Arlington Ave Suite 205 Riverside, CA 92503 United States (909) 466-1316 <a href="http://empiretechs.com/">http://empiretechs.com/</a></p>	
<a href="http://empiretechs.com/">http://empiretechs.com/</a>	
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## Scope of Work

The Executive Summary section is to be renamed as Scope of Work.

Create a standard template based on the theme and keep the theme (format of header and footer) ideal for all pages. The theme should match the same as the cover page.

The content for the scope of work will be added manually by the user.

Once the user enters the content in the text box section, it is automatically aligned to the theme.

The text box section should have options for inserting table, shapes and other infographics.

The option for inserting video is not needed and it should be removed.

If the content exceeds more than one page, new pages should auto align the content with theme.

The additional pages will be having minimized header.

The layout should be fixed for all projects and the content should be in editable format.

In the Scope of work section, project specific qualifications will be entered by the user.

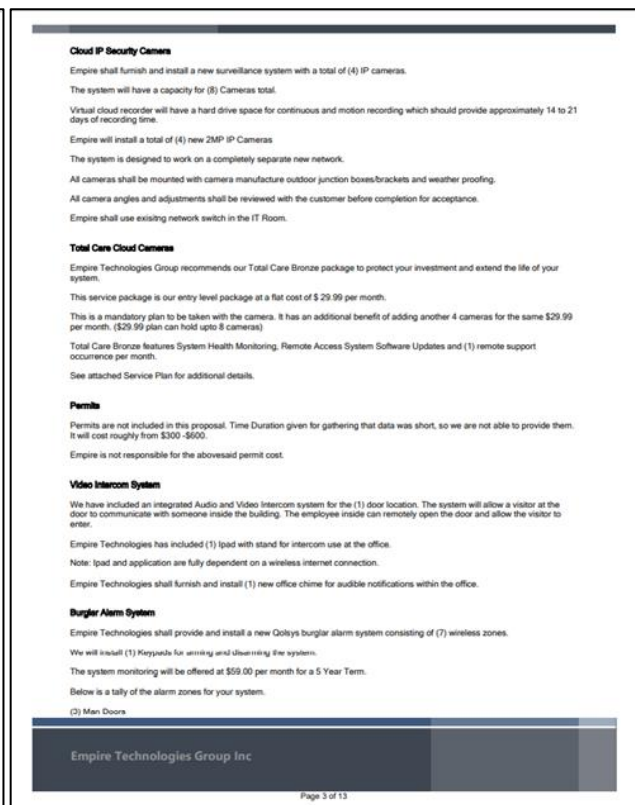
The footer should display our company name in all pages of Scope of Work section.

Refer the sample layout for design and change the color theme as required.

### SAMPLE - Main Page



### SAMPLE - Additional Pages



## Bill of Materials - BOM

The Pricing section is to be renamed as Bill of Materials.

The product image tab must be made mandatory for all parts. No part should be allowed to enter without an image.

The BOM layout needs revision. Design the BOM layout in the Lynkfast end as same as the following.

### Design of BOM – For Website

Product Image	UPC Number	Description	Quantity	Material Price	Installation Time	Labor Cost	Unit Price	Extended Price
	SYSFP1	SYSTEC101 1-port Faceplate (White)	6	\$ 3.25	0hrs 15mins	\$ 20.00	\$ 23.25	\$ 139.50
	SYSSMB1	SYSTEC101 1-Port Surface mount box (White)	5	\$ 4.50	0hrs 15mins	\$ 20.00	\$ 24.50	\$ 122.50
<b>Total</b>				<b>\$ 42.00</b>	<b>0hrs 30mins</b>	<b>\$ 220.00</b>		<b>\$ 262.00</b>
<b>Shipping &amp; Handling Charges</b>								<b>\$ 50.00</b>
<b>Sales Tax: Equipment</b>						<b>2.90 %</b>		<b>\$ 1.22</b>
<b>Grand Total</b>								<b>\$ 313.22</b>

The above design is for the webpage only and the design for the proposal is given in this document.

Product Image – The image of the asset.

UPC Number – The part number of the asset.

Description – The simple description of the asset.

Quantity – This is auto populated entity based on the no. of assets added in the drawing.

Material Price – The marked-up price of the asset.

Installation Time – Time to install the particular asset.

These details are entered by the user at the time adding asset.

Labor Cost – It is the product of the total installation time for each part and labor cost per hour.

$$\text{Labor Cost} = (\text{Total Installation time for single part}) \times (\text{Labor Cost per hour})$$

Unit Price – It is the sum of the material price of the single part and labor cost of the part.

$$\text{Unit Price} = (\text{Material Price of the single part}) + (\text{Labor cost of the single part})$$

Extended Price – It is product of the unit price of the single part and the total quantity.

$$\text{Extended Price} = (\text{Unit Price of the single part}) \times (\text{Quantity})$$

Design a header and footer for the BOM section. The header should display title as BILL OF MATERIALS and the footer should display the Project Name, Project Number, Revision Details and Modification Date.














The theme of the header should be same as cover page.

### Design of BOM – For Proposal









Product Image	UPC Number	Description	Quantity	Material Price	Labor Cost	Unit Price	Extended Price
	SYSFP1	SYSTEC101 1-port Faceplate (White)	6	\$ 3.25	\$ 20.00	\$ 23.25	\$ 139.50
	SYSSMB1	SYSTEC101 1-Port Surface mount box (White)	5	\$ 4.50	\$ 20.00	\$ 24.50	\$ 122.50
<b>Total</b>				<b>\$ 42.00</b>	<b>\$ 220.00</b>		<b>\$ 262.00</b>
<b>Shipping &amp; Handling Charges</b>							<b>\$ 50.00</b>
<b>Sales Tax: Equipment</b>					<b>2.90 %</b>		<b>\$ 1.22</b>
<b>Grand Total</b>							<b>\$ 313.22</b>

Same as the scope of work, if the list exceeds more than one page, the theme should be followed for the additional pages. The additional pages should also have the footer displaying all the details as same as the first page of BOM.

SAMPLE - Main Page

CAT6 Structured Cabling System	
	<b>5550 CAT6 Cable for Data Applications UTP CMR White</b> Exceeds the performance requirement of Category 6.
<b>1</b>	<b>Product Discount</b> Special Pricing Discount
	<b>3 EMT Square Single Device Mud Ring Raised 4" X 1/2"</b> 4 in. Square Single Device Mud Ring, Raised 1/2 in
	<b>1 CAT6 48 Port Patch Panel</b> 48 ports, 2 rack mount space (RMS) Balanced system for excellent CAT6 transmission characteristics High-density configuration optimizes rack mount spacing, (1)- rack mount space required
	<b>1</b> Cable Manager Horizontal Single Sided 2U Features 24 slotted ducts designed to provide horizontal cable management on the front of a rack.
	<b>37 CAT6 HD Jack Insert White</b> CAT 6C HD Modular Connector - White
	<b>37</b> CAT6 Patch Cord Cable 10ft White Slim Slim Patch Cord, CAT6 Molded Boot, White - 10 Feet
	<b>37</b> CAT6 Patch Cord Cable 2ft Blue Slim Slim Patch Cord, CAT6 Molded Boot, Blue - 2 Feet
	<b>2 Faceplate 1 Port White</b> Faceplate, 1-Port - White
	<b>9 Faceplate 2 Port White</b> Faceplate, 2-Port - White
	<b>1 Faceplate 3 Port White</b> Faceplate, 3-Port - White
	<b>14 Surface Mount Box 1-port White</b> Provides a clean modular surface mount outlet solution for telecommunication and data distribution
	<b>1 Open Frame Wall Mount Rack 6U</b> Open Frame Wall Mount Equipment Rack offers a depth of 17.75 inches
	<b>1 Miscellaneous Cabling Parts Small</b> Includes 3/4" velcro, 3/4" vinyl electrical tape and 11" cable ties
* Price Includes Accessories	
CAT6 Structured Cabling, Access Control, Security Cameras, Intercom and Burglar Alarm 2/25/2022	
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SAMPLE - Additional Pages

Burglar Alarm System	
	<b>150 18/4 Stranded Power Cable Grey</b> 18/4 cable consists of two cables, 4 conductors 18 gauge electrical cable in a PVC jacketed cable.
<b>5</b>	<b>Product Discount</b> Special Pricing Discount
	<b>1 7" HD Touchscreen Panel 2 Plus</b> 7" HD Touchscreen Panel with built-in SMP camera
	<b>3</b> Wireless Door/Window Contact Wireless Door/Window Contact
	<b>4</b> Wireless Dual Tech Motion Detector, Pet Immunity Wireless Dual Tech Motion Detector, Pet Immunity
	<b>1</b> Wireless Indoor Siren Indoor Siren 915 W/BATT
	<b>1</b> Wireless Repeater Wireless Repeater
	<b>1</b> Monitored Alarm Aluminum Sign 12" Monitored 24/7 Security Alarm Aluminum Sign 12" - White & Blue
	<b>2</b> Monitored Alarm Reflective Sticker Sign 4" Monitored Alarm Reflective Sticker Sign 4" - White & Blue
<b>Project Subtotal: \$23,810.84</b>	
* Price Includes Accessories	
CAT6 Structured Cabling, Access Control, Security Cameras, Intercom and Burglar Alarm 2/25/2022	
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Project Summary

Design a new page based on the same theme.

The page should display the total installation price, grand total, client name and space for signature with date and space for signature of SYSTEC101 authority.

The client details should be retrieved from the Job setup details tab.

The footer should display the project title, revision details and modification date.

Refer the sample document for layout.

## SAMPLE – Project Summary

PROJECT SUMMARY	
Total Installation Price:	\$23,810.84
<b>Grand Total:</b>	<b>\$23,810.84</b>
Client: Christina Lasorda	Date
Contractor: Empire Technologies Group Inc	Date
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## Contract

Design a page separately with our necessary terms & Conditions.

The content of our contract will be shared soon, once shared please add those details to this section. It should be a default page displaying the conditions and the

The content for the contract will be emailed separately. Provide an option to edit the default contract contents, for future use.

Refer the sample document for layout and design.

Please make a note that the design, color and layout of the entire proposal should be same.

The footer should display the project title, revision details and modification date.

Regarding the payment terms, remove the current payment options and create a new one with these criteria.

Give 2 options: 1. 50 – 50      2. 50 – 22 - 6

1. 50 – 50 option

By selecting this option in the project setup details, the payment terms would be 50% of the total project value will be paid to us initially by the client and the remaining 50% will be paid upon completion of the project.

So, the payment terms would be

Initial Deposit – 50% of the total value of the project.

Practical Completion – remaining 50%.

This should be calculated and gets displayed on the contract.

2. 50 – 22- 6

By selecting this option in the project setup details, the payment terms would be 50% of the total project value will be paid to us initially by the client. Upon completing 50% of the project, the client would be paying the 22% of the project value. After the 75% completion of the project, the client would be paying the 22% of the project value and after 100% completion, the client would be paying the remaining 6% of the project value.

So, the payment terms to be displayed would be

Initial Deposit – 50% of the total value of the project.

Install 50% of completion – 22% of the total value of the project.

Install 75% of completion – 22% of the total value of the project.

Practical completion – 6% of the total value of the project.

Every page should align with the theme and the footer should contain the project name, project number, revision details, modification time.

CONTRACT	
Access Control, Security Cameras, Intercom and Burglar Alarm	
ARCA 4551 Glencoe Ave, suite 425 Marina Del Rey, CA 90292 United States	
Revision: 1 Modified: 2/25/2022	
Presented By: Empire Technologies Group Inc 7010 Arlington Ave Suite 205 Riverside, CA 92503 United States (909) 466-1316 http://empiretechs.com/	
Standard Contract Terms and Conditions	
<p>1. Scope of Work. Empire is responsible for performing only the work specifically described in the Project Proposal as comprising the Project, plus such ancillary work which by reasonable inference is necessary to the proper performance and completion of the Project. Unless expressly stated to the contrary in the Project Proposal, Empire is not responsible for performing any underground trenching or the laying or supplying of conduit for wiring related to the Project nor is Empire responsible for dry walling, painting, electrical or cabinetry work related to the Project, with the Customer solely responsible for the performance of such related work.</p> <p>2. Equipment. Empire reserves the right to replace one or more items of equipment described in the Project Proposal in the event that Empire reasonably determines that such items are then unavailable or obsolete with a comparable item of similar or greater quality or functionality.</p> <p>3. Payment. Customer will make all payments to Empire in accordance with the Payment Schedule below of the Project Proposal; provided, however, notwithstanding any provision to the contrary in the Payment Schedule or in the absence of the payment Schedule in whole or in part, (i) Empire shall have no obligation to commence work on the Project or order any equipment required for the Project until the deposit has been received; (ii) Customer shall pay in full for each item of equipment including components prior to delivery to the Project site with payment due within two business days after receipt of an invoice from Empire; (iii) Empire reserves the right to require monthly progress payments from the Customer for Projects requiring more than 30 days for performance or weekly progress payments from the Customer for Projects requiring a very substantial effort over a short period of time, with each progress payment due within two business days after receipt of an invoice from Empire; and (iv) Customer shall pay any remaining amounts due Empire for the Project upon completion of the Project (without retention in any amount) within two business days after receipt of a final invoice from Empire. Payments not made when due shall bear interest at the rate of 1.5 percent per month (or the maximum legally permissible rate, if less) on the unpaid balance until paid in full.</p>	
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Payment Schedule	Amount	Due Date
Initial Deposit	\$11,905.42	
Install Fifty Percent Complete	\$5,238.38	
Install Seventy Five Percent Complete	\$5,238.38	
Practical Completion	\$1,428.66	

4. Project Timing. Delay or Suspension. Empire shall have no obligation to commence work on the Project until Empire has received a copy of this Agreement executed by the Customer and the deposit specified in above paragraph no. 3 and the scheduling of the Project completion assumes that the commencement of the Project begins only upon delivery of the deposit and executed Agreement. In the event that any payment required from Customer as specified in above paragraph no. 3 is not timely made, Empire shall have the right to suspend work until payment in full is made, and Empire shall incur no penalties or liability for any delays, losses, damages or other harm suffered by the Customer due to such suspension. In the event of any delay in the work arising from causes beyond the reasonable control of Empire such as fire, labor disputes, weather, flooding, war, civil unrest, equipment or component unavailability, governmental issues, contingencies not capable of being reasonably foreseen by Empire or acts of God, the time to complete the Project or the affected segment of the Project shall be extended by the length of such delay without penalty or liability to the Empire. Customer agrees that if a delay caused by Customer's failure to timely make a payment to Empire or otherwise due to Customer's actions, e.g. failure to permit timely access to work site or timely obtain necessary governmental permits or scheduling delays due to coordination issues with other involved vendors or service providers (movers, integrators, furniture assembly, etc.) is of an unreasonable duration, or such Customer acts omissions require phasing of the work by Empire, Customer shall pay Empire an additional fee equal to the higher costs incurred or to be incurred as a result of such delay, e.g., additional start up or clean up labor costs.

5. Change Orders. If during the performance of the work for the Project by Empire, Customer desires to add additional work to the Project or modify work not yet performed, Customer may only do so by notifying Empire in writing of such desired changes in the work, and Empire will promptly prepare a change order describing such additional or modified work and specifying the additional fee (or fee reduction) for such work and any changes in scheduling or Project elements or performance cause by such additional or modified work. Empire shall have no obligation to perform such additional or modified work unless and until Customer accepts the change order by executing the change order. Change Orders shall be paid in full upon acceptance of the change and shall not alter the Payment Schedule. As modified by the executed change order, the Agreement continues in full force and effect. If the requested changes in work are not reasonable, Empire is not obligated to prepare a change order. In the event that Empire at its discretion elects to perform additional work requested by the Customer without obtaining a change order, Customer agrees to pay Empire the reasonable cost, inclusive of overhead and a reasonable profit, of such work promptly upon invoicing.

6. Warranties. Empire warrants that it has satisfactorily performed the installation work comprising the Project and agrees to repair without additional cost to the Customer any malfunctions or defects of the Project arising from its installation services or its customization or modification of purchased equipment, if the Project involved such customization or modification. This warranty shall expire one year after the completion of the Project. Empire is not responsible for and does not warrant the satisfactory performance of the equipment installed as part of the Project excepting for any customization and modification performed by Empire, and the Customer must look solely to any equipment manufacturer warranties in the event of equipment malfunctions or defects. If a malfunction or defect in the Project is determined to be equipment related, Empire during its one year warrant period will reasonably assist Customer in obtaining any warranty coverage provided by equipment manufacturers.

7. Timing. Customer understands and agrees that the fees and scheduling of the Project are based on the assumption that the work will be performed in a single continuous period of work without interruptions. Empire in its sole discretion will attempt to reasonably accommodate minor delays and phasing.

8. Customer Obligations and Responsibilities. The Customer shall be responsible for (i) timely providing Empire with all documentation and information necessary or appropriate for Empire to prepare the Project Proposal and thereafter perform the Project including but not limited to floor plans, station designations, schematics, site access requirements and EMT conduit



## **Revision & Cloning:**

Create a new tab for revision – to make changes in the base proposal or to make change orders for the existing proposal.

Create a new tab for cloning – to copy the existing proposal and make changes for other proposal based on the requirements to create a new base proposal in much easier way.

## **Add – On files:**

Some sections in the proposal documents such as W-9, FCC Form, References, Liability Insurance etc., is not necessary for all the projects, so create a new tab [Add-On] and add these sections under this tab.

If the user uploads a document say W-9 file. Lynkfast should detect the total no. of pages and each page should be displayed with a header and footer.

The header of the first page of document will have the document title and the following pages will have a minimal header. The design of the header will be same as previous sections.

The footer of the entire document should display the company name, email and contact number.

SYSTEC101, LLC      [sample@systec101.com](mailto:sample@systec101.com)      (123) 456-7890

This should be followed for all the documents that are uploaded by the user.

## **References:**

The Reference section should be displayed with the same theme of header and footer.

Header displaying title as References and the footer with company name, email and contact number.

Create a new section with adding the reference details, like the project setup details tab where we add our client's details and project details, we should be able to enter and edit our references details.

Create an option to add new references or to delete and update the references.

The reference section should have options to add the following

1. Project Name
2. Project Site Address
3. Project completion year
4. Company Name – GC Name or Client Name
5. Point of Contact – Name, Designation, Address, Email and Contact number

Our reference details should appear on the proposal document as per the design shown below.

PROFESSIONAL REFERENCES	
REFERENCE NAME	
TITLE	ORGANIZATION
ADDRESS	
PHONE	EMAIL
PROFESSIONAL RELATIONSHIP	
REFERENCE NAME	
TITLE	ORGANIZATION
ADDRESS	
PHONE	EMAIL
PROFESSIONAL RELATIONSHIP	
REFERENCE NAME	
TITLE	ORGANIZATION
ADDRESS	
PHONE	EMAIL
PROFESSIONAL RELATIONSHIP	
PERSONAL REFERENCES	
REFERENCE NAME	
ADDRESS	
PHONE	EMAIL
RELATIONSHIP	
REFERENCE NAME	
ADDRESS	
PHONE	EMAIL
RELATIONSHIP	

## HSE & Quality Management

Design a header and footer for this section.

Header should contain title as HSE & Quality Management.

Footer should contain the project name, project number, revision details and modification date.

Create a space to enter the content of HSE & Quality Management.

## Section Deletion

Delete the Presentation of Equipment and Project Team Staffing sections.

## Conclusion:

The conclusion page should have header and footer aligned with the theme.

Design a page that displays the project in a paraphrase and our company's testimony. Both content needs to have separate designs in the same sheet.

Testimony should have a separate design and that should be displayed after the conclusion.

Provide design samples and we will select the promising one and the design should align with the theme.