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

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/

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
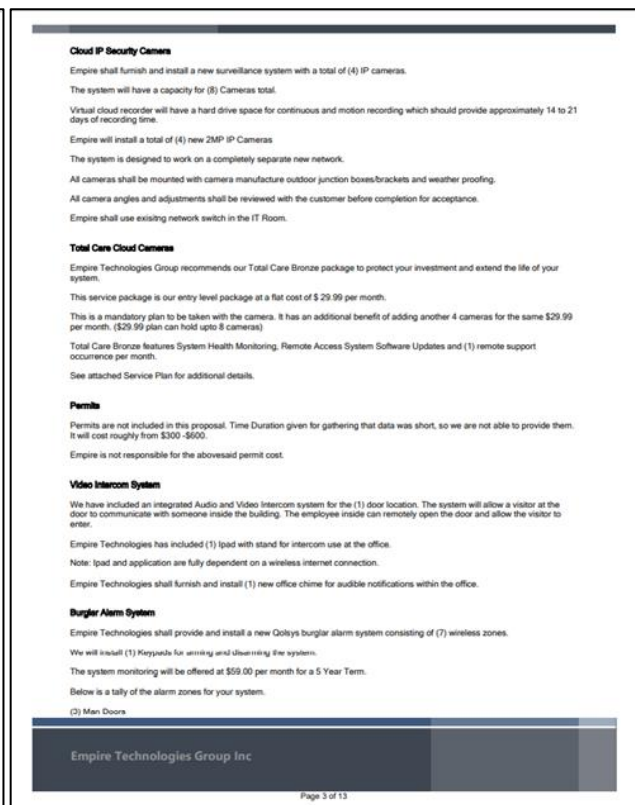
Bill of Materials - BOM

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
Total				**$ 42.00**	**0hrs 30mins**	**$ 220.00**		**$ 262.00**
Shipping & Handling Charges								**$ 50.00**
Sales Tax: Equipment						**2.90 %**		**$ 1.22**
Grand Total								**$ 313.22**

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.

Labor Cost = (Total Installation time for single part) x (Labor Cost per hour)

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

Unit Price = (Material Price of the single part) + (Labor cost of the single part)

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

Extended Price = (Unit Price of the single part) x (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
Total				$ 42.00	$ 220.00		$ 262.00
Shipping & Handling Charges							$ 50.00
Sales Tax: Equipment					2.90 %		$ 1.22
Grand Total							$ 313.22

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

SAMPLE - Additional Pages

	5550	**CAT6 Cable for Data Applications UTP CMR White**
		Exceeds the performance requirement of Category 6.
	1	**Product Discount**
		Special Pricing Discount
	3	**EMT Square Single Device Mud Ring Raised 4" X 1/2"**
		4 in. Square Single Device Mud Ring, Raised 1/2 in
	1	**CAT6 48 Port Patch Panel**
		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
	1	Cable Manager Horizontal Single Sided 2U
		Features 24 slotted ducts designed to provide horizontal cable management on the front of a rack.
	37	**CAT6 HD Jack Insert White**
		CAT 6C HD Modular Connector - White
	37	CAT6 Patch Cord Cable 10ft White Slim
		Slim Patch Cord, CAT6 Molded Boot, White - 10 Feet
	37	CAT6 Patch Cord Cable 2ft Blue Slim
		Slim Patch Cord, CAT6 Molded Boot, Blue - 2 Feet
	2	**Faceplate 1 Port White**
		Faceplate, 1-Port - White
	9	**Faceplate 2 Port White**
		Faceplate, 2-Port - White
	1	**Faceplate 3 Port White**
		Faceplate, 3-Port - White
	14	**Surface Mount Box 1-port White**
		Provides a clean modular surface mount outlet solution for telecommunication and data distribution
	1	**Open Frame Wall Mount Rack 6U**
		Open Frame Wall Mount Equipment Rack offers a depth of 17.75 inches
	1	**Miscellanious Cabling Parts Small**
		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

	150	**18/4 Stranded Power Cable Grey**
		18/4 cable consists of two cables: 4 conductors 18 gauge electrical cable in a PVC jacketed cable.
	5	**Product Discount**
		Special Pricing Discount
	1	**7" HD Touchscreen Panel 2 Plus**
		7" HD Touchscreen Panel with built-in 5MP camera
	3	Wireless Door/Window Contact
		Wireless Door/Window Contact
	4	Wireless Dual Tech Motion Detector, Pet Immunity
		Wireless Dual Tech Motion Detector, Pet Immunity
	1	Wireless Indoor Siren
		Indoor Siren 915 W/BATT
	1	Wireless Repeater
		Wireless Repeater
	1	Monitored Alarm Aluminum Sign 12"
		Monitored 24/7 Security Alarm Aluminum Sign 12" - White & Blue
	2	Monitored Alarm Reflective Sticker Sign 4"
		Monitored Alarm Reflective Sticker Sign 4" - White & Blue

Project Subtotal:	**$23,810.84**

* Price Includes Accessories

CAT6 Structured Cabling, Access Control, Security Cameras, Intercom and Burglar Alarm 2/25/2022

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

<u>Contract</u>

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.

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   (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.

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.