

# IT CONSULTING SERVICES

**Prepared by**



***Extreme Information Technology***

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***Competent | Confidence | Commitment | Compassion***

2 April, 2018

Dear Sir,

### **PROPOSAL FOR IT CONSULTANCY SERVICES**

All organizations rely on computer and information technology to conduct business and operate more efficiently. And as technology becomes more sophisticated and complex, organizations need higher level of skill and expertise to handle their IT related tasks.

The rapid spread of technology across all industries has generated a need for highly trained IT consultant to help organizations incorporate new technologies.

The spread of such new technologies translates into a need for information technology professionals who can help organizations use technology to communicate with employees, clients, and consumers. Explosive growth in these areas also is expected to fuel demand for analysts who are knowledgeable about network, data, and communications security.

Our company as a Consultant and as our aim to make businesses and organizations get the most out of Computer and Information Technology / Telecommunication hereby propose a periodic consulting service.

#### **Our Consulting plan includes:**

- Highly professional advice to save on all IT related expenses
- Urgent response to IT operation challenges.
- Required installations and general System maintenance
- Network maintenance
- Support in using computer applications(e.g. Word, Excel, Power-point presentation etc)
- Professional Corporate profile design
- Professional PowerPoint Presentation
- Company Website Design and maintenance (*terms and condition applies*)
- Social media marketing (*Terms and condition applies*)
- Graphic Designs for your company
- Communication by phone or e-mail.
- Friendly service!

Plot 867A, Bishop Aboyade Cole Street, By Itirin Court II Entrance Victoria Island, Lagos.

## Why use our consulting Service?

- ✓ Have an expert consultant at your fingertips whenever you need one—no need to train your staff.
- ✓ Fast Turnaround. Most requests completed the within 24hrs.
- ✓ Cost-Effective.
- ✓ Detail oriented. You already have enough to think about.

We know your organization require services of people (IT Professionals) who have broad knowledge and experience related to computer systems and technologies, strong problem-solving and analytical skills, and good interpersonal skills.

Our company will solve computer problems and apply computer technology to meet the needs of your organization. We will help your organization to realize the maximum benefit from its investment in equipment, personnel, and business processes.

### Contract Package/Plan:

Item	Plan	Description	Duration	Charges
1.	Basic IT Consulting	Physical presence:- 2 – 3 times a month	Yearly option	Available on request
2.	Premium IT Consulting	Physical presence:- Once a week	Yearly option	Available on request

## Our Value Promise

We have the technical capability to deliver on our promises.

Capitalizing on our vast technical competence, experiences & partnership with leading organizations in the IT world, we are well positioned to deliver value to our clients.

While we look forward to your favorable response, we thank you for your continued interest to do business with us.

Yours Sincerely,



Israel Akande

For: **Extreme Information Technology**

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