

To,

Date: 3rd September 2024

Claritus Management Consulting Private Limited.

A-27C, A Block, Sector 16, Noida
Uttar Pradesh 201301

Subject: Purchase order for Microsoft Office 365 License

License Period: 3rd September 2024 to 30th June 2025

SL. No	Product Description	Qty	Rate
1	Microsoft 365 Business Basic	3	1290

Terms of Services:

- New License Add-on TAT 2-4 Hrs.
- New license cost pro-rata basis.
- Support: Claritus Standard support is included in the above pricing Call support, Remotely Support, and Training.
- Advance Premium Support to every End Customer to troubleshoot of office 365-related issues.
- Helping users to unlock the full potential of 365 Licenses by offering Training sessions. (Admin Level Training, Teams, SharePoint, and other Office 365 Applications training)
- Assisting End Customers with the Licenses assessment according to the usage.
- Admin Level policy and rules setup/ implementation.
- Support TAT 2 Hrs.
- Hierarchy wise customer support team and dedicated Microsoft and Claritus RM.
- Payment Term 30 days credit.
- Taxes will be extra as applicable

Thanks & Regards



Raju Das
(Asst. Manager Administration)