

COMPUTER SUPPORT – AS-NEEDED SERVICES

- + REMOTELY ADD EMAIL ACCOUNTS TO OUTLOOK & ADD CUSTOMIZED SIGNATURES
- + REMOTELY DOWNLOAD AND INSTALL NEW MICROSOFT SOFTWARE
- + REMOTELY INSTALL PRINTER SOFTWARE & TEST
- + REMOTELY REVIEW SYSTEM SET UP & MAKE RECOMMENDATIONS FOR CLEAN-UP
- + REMOTELY SET UP AUTO ARCHIVING IN OUTLOOK & CLEAN UP COMPUTER HARD DRIVE FILES

COMPUTER SUPPORT – MONTHLY RETAINER SERVICES

- + TWO (2) HOURS OF MONTHLY COMPUTER SUPPORT
- + FOUR (4) HOURS OF MONTHLY COMPUTER SUPPORT
- + EIGHT (8) HOURS OF MONTHLY COMPUTER SUPPORT
- + TWELVE (12) HOURS OF MONTHLY COMPUTER SUPPORT
- + UNLIMITED PACKAGE FOR COMPUTER SUPPORT

NO LONG-TERM CONTRACTS

SERVICES BILLED AS-NEEDED

ALL SERVICES QUOTED PER CLIENTS' NEEDS