A close up of a sign

Description generated with very high confidence

# New Castle County Technical Services

MEMO

To: Jim Stasik

From: Student Name

Date: October 20, 2021

Re: Increase in Rate

Jim,

I have reviewed our current service rates and am proposing an increase in several of the rates. This increase will help us to meet our projected 2022 budget while remaining competitive.

Below is a table of current and proposed rates for our key services. The services that are more important to our bottom line are in red.

|  |  |  |
| --- | --- | --- |
| **Select Key Services** | **2021 Current Rates** | **2022  Proposed Rates** |
| Disaster Recovery | $65 | $90 |
| Hardware Support | $35 | $50 |
| Network Installation | $45 | $75 |
| Network Troubleshooting | $40 | $50 |
| Training | $55 | $75 |
| Virus Removal | $35 | $50 |

Please review and let me know if you have any modifications. I’d like to get the new rates into our system by the end of the month.