

## Estimate

Setup Microsoft Teams and Migrate Email from Gmail to Office 365



Date	August 31, 2020
Estimate Number	9664
Expiration Date	September 30, 2020

Estimate Total \$1,200.00

From	Mr. SharePoint, LLC 6457 South Kimbark Ave Unit 1S Chicago, IL 60637 US
To	Harriet Speaks LLC 6689 Orchard Lake Road West Bloomfield, MI 48322 US

Task	Rate	Qty	Amount
<b>Configure Microsoft Teams by:</b> <ul style="list-style-type: none"><li>Setting up initial Teams and channels that are needed with the right membership (permissions)</li><li>Setting up custom Teams policies to enable features like guests, live events, etc.</li><li>Ensuring that Teams is set up properly on your workstation and mobile device(s)</li></ul>	\$150	4	\$600
<b>Migrate email from Gmail to M365 which includes:</b> <ul style="list-style-type: none"><li>Migrating email using MigrationWiz by BitTitan -&gt; you'll need to buy a license which costs about \$15 per mailbox</li><li>Registering the HarrietSpeaks.com domain in Microsoft 365</li><li>Updating MX records for HarrietSpeaks.com at DNS host</li><li>Having a proper cut-over where mail flows to Microsoft 365 and not Gmail anymore</li><li>Proper configuration of Outlook on workstation and Mobile device(s)</li></ul> <p>Gdrive can still be used if you are not interested in leveraging OneDrive.</p>	\$150	4	\$600

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Subtotal	\$1,200.00
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Total ?	\$1,200.00
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## Notes

Thank you! We really appreciate your business.

## Terms

We do expect payment within 30 days, so please be sure to process payment within that timeframe. There will be a 1.5% interest charge per month on late invoices.

Please provide your signature above.



**Save Signature!**