



Let's Get Started...

- **One month of current Local, Long Distance, Internet bills**
- **One month of maintenance or phone vendor bill**
- **One month of your Website/Email/msExchange bill**
- **Three months of Cellular bills *(if applicable)***
- **If currently obligated, provide your contract(s). We are looking for the termination dates and the early termination clause. If you have an early termination fee, Metropark attempts to provide you with this amount through the Vendor Consolidation Program.**
- **(LOI) Letter Of Interest**

Also...

We will be asking you questions about issues that you currently have with your existing communication system and office environment. We may need one of our engineers or analysts to perform a site-survey before we can provide you with the best options our program offers.



Letter of Interest

Dear Sirs,

I am interested in receiving a Vendor Consolidation Program proposal. I understand that a Metropark Engineer may be in contact with me in the next few days to gain further information about our communication services and telephone systems.

I understand that Metropark will be presenting a 5 year analysis of my current communication costs and a plan to consolidate all of our communication vendors into one program that could benefit our company through cost savings and improved efficiencies.

I understand I am under no obligation to purchase the Metropark Vendor Consolidation Program, but I am interested in what the program can do for our company.

Sincerely,

Company Authorized Signature

Print Name

Date

Phone



VCP Survey Questions

- 1) How many phones do you have/need? _____ How many Operator Phones? _____
- 2) Do you need a line for a Fax? _____ Do you need a line for a Modem? _____
- 3) Would you like to send faxes from your PC and receive faxes in your email? _____
- 4) How many Softphone extensions do you need? _____ Soft Operator console? _____
- 5) Would you like to have Direct Inward Dialing? _____ How many numbers? _____
- 6) Are there Cat 5 Data wires at every location needing a phone? _____
If not, how many phones need to be wired? _____
- 7) Do you currently or would you like to record some or all of your outside calls? _____
- 8) How many callers do you need to have in a conference call? 3 4 6 12 30
- 9) Do you require ACD or Call Center functionality? _____
- 10) Do you require Find Me Follow Me functionality? _____
- 11) Do you require Hot Desking or "Log-in to any phone" capability? _____



Please note that additional questions will be asked by your project manager that may decrease or increase the overall scope of our Vendor Consolidation Program proposal.

