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| **OK?** | **Item** | **Current** | **Comment 1** | **Comment 2** | **Response** |
|  | 1) The ideal number of laptops would be seven (6 for clients and 1 for my use). | 5 | plus 1 older for Admin. (Win XP, networked, with Word only) |  | Okay. |
|  | 2) A laser printer would be useful for commercial use. |  | commercial use? Monochrome? |  | Yes, with colour. Possibly inkjet. |
|  | 3) A scanning facility is required to copy client C.V. in order to avoid rewriting same. |  | would it be better to be separate from printer, or does it not matter? | as it needs to be electronic, why do they need a paper copy? Surely the first action will be to create an electronic CV | Clients with existing C.V. for updating when not on our system. It avoids rewriting C.V. again. |
|  | 4) The word processing programme is Microsoft 2010. |  | Word by itself costs about £60/user, whereas Office 365 5-user licence costs £48/user over 3 years | as the clients will mostly not be familiar with Word, why not use Open Office? (free and very similar interface to Word pre-2007) The big bonus is that you do not sacrifice 25% of the screen to ribbons - important for a laptop | Fine. As discussed. |
|  | 5) The operating system used is Windows 7 Home Premium. |  | incoming laptops will have Win 8.1, which I intend to upgrade to Win 10 straight away |  | Okay. |
| done | 6) The initial stationary required is approximately £160.00. Please see attachment. |  |  |  | Thank you. |
|  | 7) The 15 reams of paper mentioned should be sufficient for the year. |  | why so much paper admin, rather than electronic? | 2 reams currently on hand | Clients without PC need paper. Paper order on offer. |
|  | 8) I am unable to measure ink usage. This could be replaced 3 monthly. However, initially there will be much printing done to set up the administration needed for the work club. |  |  | I was thinking in terms of monochrome laser, not inkjet: is there likely to be a need for colour? | Yes, need colour. |
|  | 9) In respect of the activities and outcomes, I shall be monitoring the following by regular and annual reports for the benefit of your committee and funding charity: |  |  |  | I did this for Evolution in order to keep them informed of progress. |

Key Responses:

1. **COLOUR** Printer essential
2. Scanner essential
3. Lots of paper for paper-only people.
4. Not clear re Open Office