Computer Training Concepts, Inc.

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Personnel Manager

603-555-6262 ext. 111

Overview

Computer Training Concepts, Inc. (CTC) is an established computer training company positioned to provide technological training to all levels of individuals. High‑quality training has become synonymous with our name. **CTC** has over 150 offices scattered throughout the United States and Canada, staffed by more than 1,500 highly trained professional sales personnel.

Ideology

Computer Training Concept’s product is knowledge; knowledge is power. We know that technology provides the tools that businesses need to compete in the next decade. CTC can deliver that knowledge, and along with it, the power to succeed.

Time Frame

Training should commence as soon as possible. **CTC** can start training as early as next Monday. To meet your stated needs, we anticipate a total of 20 sessions for a total of 80 hours.

Budget

We have taken into consideration budgetary concerns, and we believe that we can produce stellar results within a moderate budget. We can supply some preliminary figures based on other, similar training missions we have conducted.

Travel $5,000

Materials $12,000

Personnel $20,000

Conclusion

This proposal is, of course, based on preliminary information. We would welcome the chance to meet with you to discuss our services in person.