

LANsultants Times

Your Official Source for LANsultants News

Vol.11 No.1

215-546-3124

Winter 2009

PROMPT PAY DISCOUNT

To control your costs and reward those clients who pay timely LANsultants is implementing a Prompt Pay Discount effective with your December period invoice. Pay your invoice within 40 days of the invoice data, approximately 30 days after receipt, and receive a 5% credit on services on your *next* invoice. This will more than off set a modest cost of living adjustment in our billing rates for 2009 of 3.4% on average.

LANsultants posted billing rates for 2009 are as follows. The Technician billing rate is increasing from \$95/hr to \$100/hr, the Network Consultant rate is increasing from \$140/hr to \$145 and the Senior Network Consultant rate is increasing from \$170/hr to \$175. Over the course of the year your effective 2009 rates will be less than the 2008 rates if you participate in the Prompt Pay Discount Program. We recognize this is a humble discount, but does provide the opportunity to lower costs while providing extended payment terms.

To participate in the Prompt Pay Discount program not only does the most recent invoice need to be paid in the time allowed, but all outstanding invoices must be made current. The discount is not to be deducted from the current invoice, but will be added as credit to the following invoice. On the current invoice a note will be provided stating the Prompt Pay Discount due date and credit to be provided. For example your December invoice will state: "LANsultants is providing a Prompt Payment Discount on services. Pay this invoice and all prior invoices by February 9th and receive a 5% services credit on your January invoice of \$ XX ."

This credit is limited to labor only and does not include hardware, software, cabling, printer repair, online backup, or offsite spam and virus filtering. To simplify calculation of this credit hardware and software costs will be separated from labor service costs and each category provided their own sub-total. This is anticipated to eliminate the monthly cost analysis report some clients have requested in the past.

If you would like to be removed from our email newsletter subscription please send an e-mail to shirlean@lansultants.com.

2009 HOURS & HOLIDAYSCHEDULE

LANsultants' standard hours are 8:00 am to 6:00 pm, Monday through Thursday and 8:00 am to 5:30 pm on Fridays, holidays excepted. There is a technician on call every weekend. The on call technician can be contacted by calling our main number, 215.546.3124, and follow the prompts to either be directly connected or leave a message and have the on call technician automatically alerted. LANsultants will be closed on the following holidays:

New Years 2009 - Thursday, January 1st

Memorial Day - Monday, May 25th

Independence Day - Friday, July 3rd

Labor Day - Monday, September 7th

Thanksgiving - Thursday, November 26th

Christmas - Friday, December 25th

New Years 2010 - Friday, January 1st.

Minimal staff will be working on Friday, November 27th.

The office will be closing at 3:00pm on Thursday, July 2nd, on Wednesday, November 25th, on Thursday December 24th, and on Thursday, December 31st.

Weekend and evening work is available with advanced scheduling.

ANNUAL ARCHIVE

LANsultants recommends that with the completion of 2008 accounting that you make a complete backup of your system for permanent archiving. If you use an online backup service, the permanent archive should be made to an external hard drive or other media. This is also an excellent time to replace your backup tapes if you use a conventional tape drive.