



## *Request for Training/Conference Room*

*Eastern Auctions, LTD*

SUBMISSION DATE: DEC, 12, 2018

PROPOSAL BY  
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**WHY DO WE NEED A TRAINING/CONFERENCE ROOM?**

EASTERN AUCTIONS is in the process of updating software, hardware, and streamlining work flow and productivity. Having a central location for training staff, demonstrations, video conferencing and watching training seminars would increase productivity, learning and collaboration.

1. Proposal

1. We turn one of the unused rooms on first floor /basement into a Training /Conference Room.

2. Purchase 65 Inch TV

3. TV Stand with Wheels

4. Purchase Apple TV

- Allows Laptops to wirelessly connect to TV,
- Show and Share Training Videos on Various Topics
- Video Conferencing abilities

**COSTS:**

Item	Price
65 Inch TV	\$1200
Stand w/Wheels	\$200
Apple TV	\$230
Apple TV mount for stand	\$20
HDMI Cable	\$20
White Board	200.00
<b>Total</b>	<b>\$1870.00</b>

**Potential Additional Costs:** Purchase tables /chairs if we currently can't make use of current .