



## Phone and Internet Service Cost Optimization Report

November 13, 2007

### Analysis

- The Company currently has 10 phone lines. 7 lines are regular voice lines. 2 lines are fax lines with Phone Company A. The last line is a fax line with Phone Company B.
- The Company has 7 lines. 6 lines are regular voice and 1 line is a fax line.
- I am not including the second Company terminal as it will stay the same.
- The Company is paying for the internet connection and The Child Company is not being charged
- The Company's average total bill is currently about \$xxx.xx plus tax
- The Child Company's average total bill is currently about \$xxx.xx.
- The current internet connection to both Companies is 256kb (from looking at the phone bill). That is slow even for home use. When I did the speed test it was 356kb download and 150 KB Upload.
- The President has informed me that The Child Company will not be involved in a 3 year contract at this time.

### Conclusions

- I researched possibilities with Phone Company A (xx hours), Phone Company B (xx hours), Phone Company C (xx hours), Phone Company D (xx hours), and Phone Company E (xx hours).
- I spent xx hours in conversations with both The Accountant and The Vice-President.
- Phone Company D did a site survey and found that they could not service this building.
- Phone Company B, Phone Company C, and Phone Company E wouldn't be able to provide phone service that would be suitable for The Company.
- The best option for The Company is to sign up for a 3 year contract with Phone Company A.
  - Comes with a T1 internet connection.
    - 6 times faster download speeds than current internet connection.
      - Everyone should notice a difference in the internet speed.
    - 12 times faster upload speed than current internet connection.
      - The second Company terminal should notice a considerable difference when using their program.
    - Guaranteed to maintain a constant internet connection speed.
      - Phone Company B internet speeds vary
  - Phone lines will use the internet connection.
    - This will provide much greater control of the phone lines and up to the minute phone usage.
  - Anything over 3000 long distance minutes is \$.xx per minute.
  - Total estimated cost is about \$xxx.xx plus tax.
    - This is estimated assuming you use 4400 long distance minutes per month.



### **Possible Further Actions and Tests**

- If this plan is approved we need to inform Phone Company A that we are going to proceed.
- Phone Company A needs 30 days notice before installing the equipment.

### **Time Incurred Thus Far**

- Before it was decided that The Company would rather pay \$200/month more to stay with the same company, I spent my time researching possibilities with Phone Company B, Phone Company C, Phone Company D, Phone Company E and Phone Company A.
- Both Phone Company E and Phone Company A were pushing for my business. I entertained the idea of using Phone Company E for a long time because they could provide the same service at a lower cost.
- I spent **xx hours** writing this report.
- I have spent **xx hours** on this report so far.