



# Pre-paid Coffee Card

Pre-paid “Coffee Card” Services Budget ... powered by itgroove

***Stop waiting for your IT Department - get the IT support you need today!***



## What You Get

- Fixed month agreement for a set number of hours (*i.e. six months for 60 hours*).
- Pool of hours to be used for any of our Professional Services.
- Our best hourly rate and our lowest billing increments.



## Why You Want It

- Convenient way to pay for our professional services.
- Blended rate for any of our services delivered by any of our consultants.
- Minimal paperwork reduces wait times and makes it easy to re-load.



## How to Use It

- Project work - Get changes to your SharePoint or Office 365 when you want them – now!
- Ongoing support - Phone-a-friend to answer questions or get straightforward advice.
- Coaching sessions - Transfer knowledge to in-house champions to support your business unit.



## Details

- Full payment required in advance.
- Hours do not carry over. Hours must be used before Expiry Date.
- itgroove will select a “burn rate” - a maximum number of hours that can be requested in a given month.