



20 August 2023

The Managing Director
Weblink Communication Ltd.
House-101(6th Floor), Road-13/A, Block-C, Banani, Dhaka-1213
Phone 01992029425 | 01979 695969

Subject: Work Order for 15 Mbps full duplex corporate intranet connectivity.

Dear Sir,

With reference to your quotation subsequent discussion with your official Mr. Md Towfiqul Islam, Sr. Manager-Marketing, we are pleased to place confirmation order for our location, 15 Mbps full duplex corporate intranet connectivity at Astra Airways Ltd. Address: House: 7, Road: 11, Sector:1, Uttara, Dhaka with the following terms and conditions.

Terms and Conditions:

- Check and Complete internet connectivity within August 19, 2023 billing to be start from August 21, 2023 after our test phase completes.
- Weblink Communication Ltd. is responsible to install, configure and maintain all equipment's and communication line up-to Router end, in proper working order.
- Mode of payment: OTC: 2000.00 taka and monthly payment 2500.00 taka (including VAT & Taxes) to be made each month in favor of your company by account payee cheque.
- This work order and agreement may be terminated from either side with 30 day's prior notice.
- Weblink Communication Ltd. uptime 99.0% must be stable in monthly calculation and must ensure backup connectivity or link at the time of your routine maintenance.
- Weblink Communication Ltd. has to submit both VAT & AIT documents along with MRC bill to Astra Airways Ltd.
- Other terms & conditions as on submitted by Astra Airways Ltd for other connectivity are the part & parcel of this work order.

Best Regards,

For,

20.08.2023
.....
Manager-IT
Astra Airways Ltd

Authorized Signature
For Weblink in acceptance