

Sheet1

Action Items		
VRU	Site Move	General
Order Modem	Order Analogue Lines	32 bit SMC network Card
Order Analogue Line	24 port SMC HUB	Chase order for new machines
	Martin to quote on installing new server	Letter to BT re Oska
Fax Spec to Rick	Fax to Martin confirming RJ45s	
Price 2 wire card per port	Split monitor cable	
Price interfacing DAS to Conversant	Source an electrician	
	Order Fax Machine	
	Purchase 4 into 1 power strips x 6	
	email to hayley on import, export	
	Purchase Microwave	
	Purchase Fridge and Kettle	
	Purchase Cups	
	Check hire van with chuck	