12th September 2007

Mr. A Johnson
Aircraft Plastics Limited
Airfield Way
Southend Airport
Essex SS8 9PQ

Our Reference: KH/dmh

Your Reference:

Dear Alan,

Re: Remote Working Project

I would like to thank you for inviting us to meet the project team for the remote working initiative. Simon and I enjoyed our tour of the facility. We found it interesting to view the aircraft in such a different light than one does as a passenger.

We have outlined our thoughts for moving the remote working project forward. We have also detailed some general ideas and issues that we believe your team will wish to consider.

REQUIREMENTS

Our understanding is that you are looking for 22 senior managers who can access the AP network from their home. Email access is also required for the sales team and the board which comprises a total of nine email accounts. The remote workers all have broadband access at their homes and alternate work locations.

A suitable instant messaging solution must also be implemented for use by all staff, as well as a block on all unsanctioned IM use.

Key skills must also be handed over to the AP IT team and IT helpdesk support from the Contour support desk on a Monday to Friday, 8am to 6pm basis.

RECOMMENDATIONS

VPN Hardware

We recommend installing a Fortigate FG800 at the IT Centre in Southend. VPN connections to remote locations will provide network access to homeworkers.

The FG800 will also be configured with a firewall to replace the current outdated Neoteris firewall. The firewall should be managed on a 24/7, 365-day basis and patched as required when software

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updates are issued.

We recommend installing FG60s at each remote worker location to enable VPN access to the AP network via the FG800. Existing broadband connections at homeworker locations can be retained, or we can arrange for a provider recommendation if centralised control is required.

Email Access

We recommend replacing your current email package with Microsoft Outlook. Given the issues regarding downtime with the existing email server, we further recommend hosting the email solution at Contour's hosting centre located at Redbus Interlink, Docklands.

If the server is managed by Contour, we can guarantee email access and server uptime higher than 99.9% (refer to attached SLA).

Instant Messaging

We recommend installing Microsoft Live Communications Server on an HP ProLiant server at the AP network location in Southend. This software will provide instant messaging capability to all staff with network access.

In addition, we recommend installing a RealTime Guardian box at the gateway of the AP network centre in Southend. This will block unauthorised use of Instant Messaging clients such as Yahoo! and AOL; it will also block greynet applications such as Limewire and Kazaa, We also propose that this be remotely controlled by the Contour 24/7 security team at Chelmsford with permissions assigned by AP IT Director, Tony Grimm.

PROJECT IMPLEMENTATION

Project Team Resources

The project manager will be Simon Branson. He will also oversee AP technical training and knowledge transfer during the project implementation.

Additional Contour staff will be used as required. However, one of the aims of the project implementation phase is to transfer skills and knowledge to AP's IT team. Therefore, we shall use AP staff whenever possible.

John Lithgow, the Senior Security Manager, will handle the firewall configuration and VPN implementation.

The following are approximate timescales for implementation of the project:

FG800 Installation & Configuration	4 days
FG60 Configuration	4 days
	(AP staff will handle remote location installation)
VPN Implementation	7 days

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MS Outlook Implementation	2 days
MS Live Communication Server	3 days
RealTime Guardian Installation	2 days

We expect the remote working aspect of the project to be completed within 14 days from project commencement.

Costings

Fortigate FG800	**£2,220.00**
Fortigate FG60 x 22	**£1,760.00**
FG VPN Module	**£ 776.00**
First Year FG Subs	**£3,880.00**
MS Live Communications Server	**£4,288.00**
MS Outlook Enterprise Edition	**£5,780.00**
RTG Guardian	**£1,899.00**

These prices are E&OE and ex VAT. Items are sourced using our discounted suppliers. However, if AP is able to source them cheaper, Contour will use the AP supplier.

Contour technician time is charged out at a rate of £375 per day ex VAT. Project management time is charged at the rate of 15% of total man days ex VAT.

All expenses are chargeable to AP at cost using second-class rail travel or 40 pence per mile as applicable. Overnight accommodation is recharged to the client with prior permission.

SUMMARY

Contour has a great deal of experience in implementing remote working projects for a variety of nationally known companies including Help-the-Aged and British Car Auctions in Europe. The implementation of the project is a crucial phase where AP staff can come to terms with the technology and techniques to be employed.

Support post-project implementation is crucial for delivering the business objectives of enhanced productivity for remote and office-based staff. Knowledge transfer to the AP and helpdesk staff and on-site support for technical support for the AP IT team is also essential. This will contribute directly to project success and the long-term benefits to be derived from implementing the recommended solutions.

During our last meeting, you expressed an interest in both Andy and yourself paying an inspection visit to the Contour dedicated hosting centre at Redbus Interlink in Docklands. Simon will be on site for the entire week commencing October 3. Therefore, you are very welcome to choose any suitable day that week for a visit to the hosting centre.

If you have any questions or wish to discuss any aspect of our recommendations, please don't hesitate to contact me. I look forward to meeting you again soon.

Yours sincerely,

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Fraser McDonald
Managing Director

cc: Tony Grimm, AP IT Director

Encs.