

However, I regret to inform you that we cannot proceed further with the purchase without the assistance of our colleague who is currently on annual leave. We will also coordinate with the vendor to provide the demo on how to use the printer and ensure that the warranty period and service agreement are in place. Once the details are finalized and the purchase is approved, we will proceed with the purchase and arrange for the delivery of the printer to the classroom. His/her role in this project is crucial as he/she has knowledge of the classroom needs and can provide valuable insights in finalizing the details. Thank you for your understanding and support in this matter