

PROFORMA INVOICE

BEVERAGE ORDER FORM 2010

DEADLINE: seven (7) working days prior to an event

RETURN TO: Zubeida Isaacs
 1 Lower Long Street, Cape Town, 8001
 Fax: +27 21 410 5039/Tel: + 27 21 410 5188
 e-mail zubeida@cticc.co.za

Company name	<input type="text"/>	Exhibition/Event Stand #	<input type="text"/>
Physical address	<input type="text"/>	Office #	(+) <input type="text"/>
	<input type="text"/>	A/H/mobile #	(+) <input type="text"/>
	<input type="text"/>	Facsimile #	(+) <input type="text"/>
Authorised by	<input type="text"/>	Dates required (From-To)	<input type="text"/>
Signature	<input type="text"/>		
Date	<input type="text"/>		
Company VAT No	<input type="text"/>		

Selection	Size	Cost Zar	Quantity Required	Delivery Time	Delivery Date	TOTAL
Speciality coffee availability						
A Semi Espresso machine at a cost of R5 000.00 per day which includes 300 cups of coffee. Coffees limited to cappuccino, espresso & hot chocolate. Cups, saucers, teaspoons, tea bags, milk, white & brown sugar sachets provided LIMITED MACHINES AVAILABLE		200 Cups R3 950.00				
Coffee Options						
A Semi Espresso machine at a cost of R2500.00 per day which includes 120 cups of coffee. Coffees limited to cappuccino, espresso & hot chocolate. Cups, saucers, teaspoons, tea bags, milk, white and brown sugar sachets and Barrister ORGANIC COFFEE @ R2880.00 LIMITED MACHINES AVAILABLE.		100 Cups R2 250.00				
Additional Coffee per cup charged on consumption	Per cup	R18.00				
Additional Waiter (per hour charge) Min of 4 consecutive hours per day	1	60.00 p/h				
Option 1: a speciality coffee machine ±50 cups of coffee limited to cappuccino, espresso & hot chocolate. Includes cups, saucers, teaspoons, tea bags, milk, white & brown sugar sachets & Barrister ORGANIC COFFEE @ R1250.00 LIMITED MACHINES AVAILABLE.		R1050.00				
Option 2: a serving consists of 1 Urn of coffee/ tea (± 40 cups), incl. milk, sugar, hot water. Crockery/Cutlery e.g. cups, saucers t/spoons, glasses etc and a waiter for four consecutive hours	± 40 cups	650.00				
Additional Waiter for a minimum of four consecutive hours	1	60.00 p/h				

Soft Drinks (24 Units) Airline Mixers						
Coke/Coke Light/Lemonade/Tonic/Soda Water	200 ml	290.00				
Appletiser/Grapetiser	340 ml	420.00				
Mineral Water (Still / Sparkling) (per 12 bottles)	500 ml	360.00				
Cider (24 Units)						
Hunters Gold / Savannah	340 ml	430.00				
Smirnoff Spin / Bacardi Breezer	340 ml	550.00				
Beer (24 Units)						
Castle/Castle Light/Black Label/Hansa	340 ml	390.00				
Amstel/Windhoek Lager/Windhoek Light	340 ml	410.00				
Spirits (per bottle)						
Gin (Gordon's / Cane (Mainstay)	750 ml	390.00				
Vodka (Smirnoff)	750 ml	390.00				
Whisky (J&B or Bells)	750 ml	450.00				
Rum (Captain Morgan)	750 ml	480.00				
Klipdrift Brandy	750 ml	390.00				
KWV VO PORT	750 ml	420.00				
Wine (per bottle)						
Red Wine	750 ml	110.00				
Dry White Wine	750 ml	95.00				
Sparkling Wine	750 ml	140.00				
Bar Refrigerator (per day)		550.00				
Plastic wine / beer cups (for purchase)	340 ml	5.00 ea				
Ice-cubes	10 kg	R20.00 per 10kg				
Barmen rate at R70.00 per hour Min of 4consecutive hours per day			SUB TOTAL		ZAR	

Payments received after the deadline date are subjected to an additional 20% surcharge

Additional Crockery, Cutlery and Glassware can be provided subject to the hire of a waiter at R60.00 per hour with a minimum charge of 4 consecutive hours

Please ensure that all credit / debit card details have been completed when submitting all order forms

ZAR

TOTAL

Exhibition/Event:

Stand #:

Signature:.....

BEVERAGE FORM 2010

Conditions governing the supply of food and beverage items:
(Please read carefully. The completion of this form implies understanding and acceptance)

- **Please note that the CTICC is the exclusive supplier of food & beverage to all exhibitors. You are therefore not allowed to bring your own food or beverages into the hall or to arrange for their delivery by third parties, without the express written permission of the CTICC Catering Department.**
- Orders to the value of less than R 150 will be charged an R 20 delivery fee.
- All prices are inclusive of VAT and are valid for 2010
- Food items must be ordered at least 7 working days before the start of the exhibition.
- Lunch items will be delivered between 11.00 and 13.00. Beverage items will be delivered between 08.00 and 11.00.
- Under no condition may ordered items be returned for credit, unless said items are not up to standard.
- The cost of the products and services we supply to you will automatically be deducted from your credit/debit card. You should therefore ensure that you have quoted your credit/debit card number correctly.
- Any special requirements regarding equipment, materials & services can be addressed to our Conference & Exhibition Service Department, who will be pleased to assist you on 021-410 5000 (office hours)

To effect payment please complete authorisation to charge to credit/debit card	
Circle your credit card company: American Express, Visa, Eurocard/Mastercard, Diners Club/Debit Card	
Credit Card number:	
CVV No. (Last 3 No's on back of card):	
Expiry date:	
Name of credit card holder:	
Name:	
Signature:	

***No orders will be delivered unless payment has been received
PLEASE FAX THROUGH PROOF OF PAYMENT***

BANKING DETAILS	
Account name:	OPCO Exhibitor Services
Bank:	ABSA Bank Limited
Branch:	Heerengracht
Branch code:	632002
Account no.:	4072900731
S.W.I.F.T. Address	ABZA JJ

Vat registration number: 4030199741