MANOR 1, CAMBRIDGE MANOR OFFICE PARK,
CNR. WITKOPPEN AND STONEHAVEN, PAULSHOF, SANDTON
PO BOX 242 PAULSHOF 2056 TEL: 0861 084 124 FAX: **086 682 8388**
EMAIL: event@ER24.co.za
WEB ADDRESS: **www.er24.co.za**

CLIENT INFORMATION FORM (To be completed by client ONLY)

Client Details	
Name	
VAT registration number	

Physical Address	
Building Name	
Street	
Suburb	
City	
Postal Code	

Postal Address (*if different*)	
P.O. Box / Private Bag	
Suburb	
City	
Postal Code	

Contact Person			
Name		Fax number	
Cell number		Email	
Tel. number			

Accounts Contact Person			
Name		Fax number	
Cell number		Email	
Tel. number			

Event Details			
Type of Event		Event Date	
Start time		End time	
Crowd expectancy		Venue	

Conditions
All events are undertaken based on ER24 EMS standard conditions of business, including but not limited to the following conditions:
1) Events will only be confirmed as accepted with a signed copy of the quote and full payment being received.
2) Full payment must be received 48 hours prior to the commencement of the event.
3) Unless specified when requesting a quotation, no invoice details will be altered after the quotation has been accepted.

Client Requests

PLEASE COMPLETE THIS FORM IN FULL and FAX to 086 682 8388 or email event@er24.co.za