

**PROFORMA INVOICE**

**BEVERAGE ORDER FORM 2009** **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](mailto:zubeida@cticc.co.za)

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

Selection	Size	Cost Zar	Quantity Required	Delivery Time	Delivery Date	TOTAL
<b>Speciality coffee availability</b>						
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		5000.00				
<b>Coffee Options</b>						
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.		2500.00				
Additional Coffee Beans (1kg)	145 cups	1140.00				
Additional Waiter (per hour charge) Min of 4 consecutive hours per day	1	62.50 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.		R1000.00				
Option 2: a serving consists of 1 Flask 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	600.00				
<b>Additional Waiter for a minimum of four consecutive hours</b>	1	62.50 p/h				

<b>Soft Drinks (24 Units) Airline Mixers</b>						
Coke/Coke Light/Lemonade/Tonic/Soda Water	200 ml	215.00				
Appletiser/Grapetiser	340 ml	295.00				
Mineral Water (Still / Sparkling) (per 12 bottles)	500 ml	240.00				
<b>Cider (24 Units)</b>						
Hunters Gold / Savannah	340 ml	323.00				
Smirnoff Spin / Bacardi Breezer	340 ml	403.00				
<b>Beer (24 Units)</b>						
Castle/Castle Light/Black Label/Hansa	340 ml	323.00				
Amstel/Windhoek Lager/Windhoek Light	340 ml	350.00				
<b>Spirits (per bottle)</b>						
Gin (Gordon's / Cane (Mainstay)	750 ml	302.00				
Vodka (Smirnoff)	750 ml	302.00				
Whisky (J&B or Bells)	750 ml	370.00				
Rum (Captain Morgan)	750 ml	302.00				
Brandy (Wellington)	750 ml	157.00				
KWV VO PORT	750 ml	202.00				
<b>Wine (per bottle)</b>						
Red Wine	750 ml	84.00				
Dry White Wine	750 ml	73.00				
Sparkling Wine	750 ml	106.00				
Bar Refrigerator (per day)		504.00				
Plastic wine / beer cups (for purchase)	340 ml	6.50 ea				
Ice-cubes	2 kg	7.30ea				

Barmen rate at R62.50 per hour Min of 4consecutive hours per day	SUB TOTAL	ZAR	
<p><b>Payments received after the deadline date are subjected to an additional 20% surcharge</b></p> <p><b>Additional Crockery, Cutlery and Glassware can be provided subject to the hire of a waiter at R62.50 per hour with a minimum charge of 4 consecutive hours</b></p> <p><b>Please ensure that all credit / debit card details have been completed when submitting all order forms</b></p>		ZAR	
	TOTAL		



Exhibition/Event: .....

Stand #: .....

Signature:.....

**BEVERAGE FORM 2009**

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 2009
- 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***

<b>BANKING DETAILS</b>	
<b>Account name:</b>	Cape Town International Convention Centre – Operating Company (Pty) Ltd t/a CTICC
<b>Bank:</b>	Nedbank
<b>Branch:</b>	Business Southern Peninsula

<b>Branch code:</b>	123209
<b>Account no.:</b>	1232043850
<b>S.W.I.F.T. Address</b>	NEDSZAJJ

Vat registration number: 4030199741