



Web7

VISION IS THE ART OF SEEING THE INVISIBLE.

ADDRESS

3B Pepper Place
Rainbow Business Park 2
Papers Close, Montague Gardens
Cape Town

TELEPHONE & FAX

T +27 21 528 8167
F 086 544 2395

WEB

sales@web7.co.za
www.web7.co.za

W7-01 - Client Info & Instructions – End user

Preferred Domain Name: _____

Please complete the following form in block letters and return to info@web7.co.za or 086 544 2395.

Date: _____ Outlet: _____

Ambassador (if applicable) _____ Email: _____

Domain name to be registered: _____ .co.za /other: _____

Alternatives (if above is not available) 1. _____

2. _____

Client Information:

Business Details: *For a business entity, please complete all business/company details below*

Company Name: _____

Registration No: _____

Vat Number: _____

Physical address: _____

Postal Address: _____

Tel: _____ Fax: _____ Other: _____

Personal Details: *for private person, please complete all personal details below*

Name & Surname: _____

ID Number: _____

Physical Address: _____

Tel: _____ Cell: _____ Fax: _____

Email: _____

Alt. Email: _____

Contact Details:

Name of Contact person: _____

Tel: _____ Cell: _____ Fax: _____

Email: _____

Instructions for content of new web page. Terms and Conditions Apply. (Please see our website or W7-03-201205)

Please complete this form by hand or electronically and submit to us in Word format.

1. Page 1:

1.1. Page title (i.e. Home Page, About Us, Product, Contact Page, etc):

Please supply us with the content of this page [readable hand written OR attach Word instructions].

Typical Info needed for a Home Page:

1.2. Name of Enterprise: _____

1.3. Registered name [if applicable]: _____

1.4. Status of Enterprise: Sole proprietor / CC / Company / Trust(Please Underline)

1.5. Registration number: _____

1.6. Address: _____

1.7. Tel: _____

1.8. Fax: _____

1.9. Email: _____

1.10. Cell: _____

1.11. Your logo: I already have a logo (Please see below) I need a logo (Please see form W7-02)

If you already have a logo, please email to artwork@web7.co.za

1.12. An introduction to your company and/or services: _____

2. Page 2:

2.1. Page title (i.e. Home Page, About Us, Product, Contact Page, etc) : _____

Please supply us with the content of this page [readable hand written OR attach Word instructions].

Typical Info needed for an 'About us' Page:

2.2. When was your enterprise established: _____

2.3. Who are your shareholders / owner: _____

2.4. Who are your directors / officials: _____

2.5. What are the achievements / history of your enterprise / its officials / its shareholders:

3. _____

What is the Mission and Vision of your Enterprise:

What is the main objective of your Enterprise:

4. Page 3:

4.1. Page title (i.e. Home Page, About Us, Product, Contact Page, etc) : _____

Please supply us with the content of this page [readable hand written OR attach Word instructions].

5.5. Email: _____

5.6. Cell: _____

6. **Page 5:**

6.1. Page title : _____

Please supply us with the content of this page [readable hand written OR attach Word instructions].

7. **Page 6:**

7.1. Page title (i.e. Home Page, Contact Page, etc): _____

Please supply us with the content of this page [readable hand written OR attach Word instructions].

8. **Page 7:**

8.1. Page title (i.e. Home Page, Contact Page, etc): _____

Please supply us with the content of this page [readable hand written OR attach Word instructions].

9. **Page 8:**

9.1. Page title (i.e. Home Page, Contact Page, etc): _____

Please supply us with the content of this page [readable hand written OR attach Word instructions].

10. **Page 9:**

10.1. Page title (i.e. Home Page, Contact Page, etc): _____

Please supply us with the content of this page [readable hand written OR attach Word instructions].

11. **Page 10:**

11.1. Page Title (i.e. Home Page, Contact Page, etc): _____

Please supply us with the content of this page [readable hand written OR attach Word instructions].

12. General remarks for attention: The Web Master.

13. Initial email Addresses to be set-up: (eg. info@yourdomain.co.za, office@yourdomain.co.za)

14. Social Media platforms:

14.1. Facebook Page: Yes No

14.2. Twitter Account: Yes No

Payment method preferred: Terms and Conditions Apply. (Please see our website or W7-03-201205)

EFT Cash Debit Order

Our bank details: First National Bank, Long Street, Cape Town.

Account name: Web7

Branch Code: 201 709 Acc No: [622 7449 3809](https://www.web7.co.za)

Please fax/email confirmation of payment to us: sales@web7.co.za / 086 517 4051.

Payment Options:

1. **Monthly fees [hosting and / or maintenance]** are payable monthly in advance, by **debit order** on the 1st or 15th of each month.
2. Bi-annual / Annual payment of Monthly Fees payable in advance, by debit order from bank account or electronic funds transfers, on a specified date.
3. **Annual fees** [Domain registration / Domain renewals] are payable annually in advance, by debit order or electronic funds transfer, on specified date.

1. Monthly Hosting Fees (R 99) – Please tick the relevant box:

- Monthly by debit order Bi-annually by debit order Annually by debit order
- Bi-annually by EFT Annually by EFT

2. Monthly Maintenance Fees (R149) – Please tick the relevant box:

- Monthly by debit order Bi-annually by debit order Annually by debit order
- Bi-annually by EFT Annually by EFT

3. Annual Domain Registrations/Domain renewals Fees (R 120 for .co.za and R220 if not .co.za – refer to Pricelist) – Please tick the relevant box:

- Annually by debit order
- Annually by EFT

4. All other Fees – Please tick the relevant box:

- Cash into our Bank (fax proof of payment to 086 517 4051 or email sales@web7.co.za - quote your Domain name)
- EFT (fax proof of payment to 086 517 4051 or email sales@web7.co.za - quote your Domain name)

Fees are charged according to the present current Price List [subject to change without notice]. By signing this form, you declare you have read and understood, and agree to all company Terms & Conditions and to all information relating to the above services such as package specifications & requirements, and that the account will be activated on signature and all fees be earned, due and payable from date of signature. You further declare that the information you provide us using this form is correct.

Signature: _____ Date: _____

