

**MOVERS & SHAKERS - Event Enquiry -**

**Co. Name:**

**Contact:**

**Job Title:**

**Event Type:**

**Date of Event:**

**Day of the week preference:**

**Duration:**

**No. of pax:**

**Venue:**

**Busses:**

**Address:**

**Phone:**

**Cell:**

**Email:**

**Issues:**

**Other:**

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**Price Increase heads up**

"Due to increasing costs, inflation and that fact that MOVERS & SHAKERS has not altered the event rates in over 4 years, we will be introducing a general price increase effective from 1 September 2018. However all events booked before this time will be honoured at the existing rates."

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**Conference Season Addition**

Please be aware that from the middle of September to the first week or two of December is "conference season". We have a large number of enquiries especially for Fridays and Saturdays during this period. Furthermore all venues are in high demand throughout this time, so no dates or events can be guaranteed or committed to until we have a firm written confirmation and this would finally be secured by a deposit as is the industry norm. We will however do everything within our power to secure your preferred dates and events, but please try to get approval and decisions as a priority in order to avoid disappointment.

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**MOVERS & SHAKERS - General outline**

Hi **XXXXXXXXXX**,

As requested, find attached a brief general outline of some of our popular **XXXXXXXXXXXXXX** options and extras. We have included a sample agenda purely to give you an idea of the amount of diversified and entertaining activities available as well as to give you a vision of how we can structure an event for you. Obviously, we will customise an agenda for you once we have had a chance to meet and learn more about your specific team.

Should you have any queries or need further information please do not hesitate to contact us.

We look forward to meeting and working with your team.

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**MOVERS & SHAKERS - General outline**

Hi **XXXXXXXXXXXXXXXXXXXXXXXXXX**,

As you requested through our website [www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za) and subsequent conversation recently please find attached a general outline of our **XXXXXXXXXXXXXX** activities suitable for your group.

We have included a sample agenda purely to give you an idea of the amount of diversified and entertaining activities available as well as to give you a vision of how we can structure an event for you. Obviously, we will customise an agenda for you once we have had a chance to meet and learn more about your specific team.

We look forward to hearing from you once you have had a chance to go through the attachments. We will assist you in putting together the ideal event for your team.

If you require more information on any specific activities available please see details and descriptions on our website at [www.MOVERSandSHAKERS.co.za/teambuilding\\_events.html](http://www.MOVERSandSHAKERS.co.za/teambuilding_events.html).

Please let us know should you have any other specific preferences for your team.

We have also given you a range of options for venues based on an overnight stay or a day package. Some of these may not be suitable for your geographic location, but there are many other choices you could make depending on the agenda we design for you. We will assist you with this, but this gives you an idea as to some of the investments required.

Should you have any queries or need further information please do not hesitate to contact us.

We look forward to meeting and working with your team.

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MOVERS & SHAKERS - General outline responding to request through www.MOVERSandSHAKERS.co.za

Hi XXXXXXXXXXXXXXXXXXXX,

As requested, find attached a general outline of our teambuilding options and extras.

As we do not have a lot of information about your specific needs, We have included a sample agenda purely to give you an idea of the amount of diversified and entertaining activities available as well as to give you a vision of how we can structure an event for you. We will customise an agenda for you once we have had a chance to meet and learn more about your specific team.

We have also given you a range of options for venues based on an overnight stay or a day package. Obviously, most of these may not be suitable for your geographic location, but there are many other choices you could make depending on the agenda we design for you. We will assist you with this, but this gives you an idea as to some of the investments required.

Should you have any queries or need further information please do not hesitate to contact us.

We look forward to meeting and working with your team soon.

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TEAMBUILDING - General outline responding to request through SA online events

Hi XXXXXXXXXXXXXXXXXXXX,

As requested, find attached a general outline of our teambuilding options and extras.

As we do not have a lot of information about your specific needs, We have included a sample agenda purely to give you an idea of the amount of diversified and entertaining activities available as well as to give you a vision of how we can structure an event for you. We will customise an agenda for you once we have had a chance to meet and learn more about your specific team.

We have also given you a range of options for venues based on an overnight stay or a day package. Obviously, most of these may not be suitable for your geographic location, but there are many other choices you could make depending on the agenda we design for you. We will assist you with this, but this gives you an idea as to some of the investments required.

Should you have any queries or need further information please do not hesitate to contact us.

We look forward to meeting and working with your team soon.

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MOVERS & SHAKERS - Revised Proposal

Hi XXXXXXXXXXXX,

Following our recent discussions, please find attached a revised proposal for your forthcoming event. Should you require any other information on our popular teambuilding options and extras, please don't hesitate to contact us.

Obviously, these details can be further customised should the need arise for your specific team.

We look forward to meeting and working with your team.

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MOVERS & SHAKERS - Psychometric Testing and Assessment Proposal for xxxxx

Hi XXXXXXXXX,

As requested, find attached a brief general outline of some of our Psychometric Testing & assessments options and extras. We have included a synopsis purely to give you an idea of the amount of diversified options available as well as to give you a vision of how we can structure a solution for you. Obviously, we will customise an program for you once we have had a chance to meet and learn more about your specific team.

Should you have any queries or need further information please do not hesitate to contact us.

We look forward to meeting and working with your team.

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PCO Commission

Although we do subscribe to the policy of commissions at 10% for referrals from the industry, only events are commissionable. Most of our add-in modules, such as transport, photography, venues, do not include commissions for referrals. Before quoting any clients please be absolutely certain whether commission is included or whether you need to add it onto your quote. Furthermore commission is payable when a PCO or agent has been involved and managed the event process. Commission is subject to our payment terms being met.

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MOVERS & SHAKERS - Apologies for delayed response

Hi XXXXXXXXXXXX,

Apologies for the delayed response but I have been out of the office quite a lot on events and meetings. In future, please copy or send correspondence to [info@MOVERSsandSHAKERS.co.za](mailto:info@MOVERSsandSHAKERS.co.za) as this will also be received by my office and can be handled quicker in my absence.

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**MOVERS & SHAKERS - Event Invoice**

Hi **XXXXXXXXXXXX**,

As discussed, please find attached the invoice to secure your event for **XXXXXXXXXXXX**. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

☐ Also, there is a conference checklist that you will want to fill out in order to ensure the smooth running of your event. We have filled out as much as possible in order to save you time and effort, however, please check what we have done and feel free to change anything you feel necessary. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. **IMPORTANT:** We need this returned completed at least 2 weeks before the event date or within 2 days if your event is already less than 2 weeks away. ☐

☐ Also, there is a conference checklist that you will want to fill out in order to ensure the smooth running of your event. This is a complimentary tool we provide that you can use to control your event details. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. This can then be sent to your venue. We really only require the delegates names and details for our event organisation. ☐

☐ Also, there will be a conference checklist to follow that you will want to fill out in order to ensure the smooth running of your event. We will fill out as much as possible in order to save you time and effort, however, please check what we have done and feel free to change anything you feel necessary. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. ☐ **IMPORTANT:** We need this returned completed at least 2 weeks before the event date or within 2 days if your event is already less than 2 weeks away.

Full certified Halaal or Kosher meals will incur an additional cost from the venue.

You will notice that we have included descriptions in this invoice. If you would prefer an invoice which does not mention the nature of the event so as to keep it secret from any possible delegates involved in the financial process, then let us know and we will arrange a more generic document.

Could you also please supply your VAT no. and /or Purchase Order no. for our records when you return the confirmation of intent section.

Lastly, on a more commercial note, please could you make your financial team aware of the payment deadlines for deposits and balances. As was detailed on the proposals, 50% deposit secures the event with all suppliers and full payment is required at least 5 full working days before the event.

Should you wish to make use of staged payment, **Your first deposit of RXXXXXX is due by 00/00/2018 to secure the dates;**

**Balance of payment of RXXXXX is due on or before 00/00/2018.**

The industry standard is that until this deposit is paid the booking is only tentative and venues and suppliers reserve the right to cancel the booking in favour of another client paying the deposit. So it is in your interest to secure this deposit as soon as possible.

Please could you **sign and initial the last 2 pages which are the invoice AND Terms & conditions without which your event is not confirmed**, then return them via our email. This is so we have signed agreement to our T&C's and can begin to secure suppliers and venues whilst you are processing the payments.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

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MOVERS & SHAKERS - Event Invoice **[FULL PAYMENT]**

Hi **XXXXXXXXXXXX**,

As discussed, please find attached the invoice to secure your event for **XXXXXXXXXXXXXX**. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

**[Also, there is a conference checklist that you will want to fill out in order to ensure the smooth running of your event. We have filled out as much as possible in order to save you time and effort, however, please check what we have done and feel free to change anything you feel necessary. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. IMPORTANT: We need this returned completed at least 2 weeks before the event date or within 2 days if your event is already less than 2 weeks away. ]**

**[Also, there is a conference checklist that you will want to fill out in order to ensure the smooth running of your event. This is a complimentary tool we provide that you can use to control your event details. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. This can then be sent to your venue. We really only require the delegates names and details for our event organisation. ]**

**[Also, there will be a conference checklist to follow that you will want to fill out in order to ensure the smooth running of your event. We will fill out as much as possible in order to save you time and effort, however, please check what we have done and feel free to change anything you feel necessary. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. ]**

Full certified Halaal or Kosher meals will incur an additional cost from the venue.

You will notice that we have included descriptions in this invoice. If you would prefer an invoice which does not mention the nature of the event so as to keep it secret from any possible delegates involved in the financial process, then let us know and we will arrange a more generic document.

If necessary, could you also please supply your VAT no. and /or Purchase Order no. for our records when you return the signed invoice and Terms & Conditions (2 pages).

Lastly, on a more commercial note, please could you make your financial team aware of the payment deadlines for deposits and balances. Due to the imminence of your event, the full deposit secures the event with all suppliers and full payment is required within 5 days and before the event.

Your full payment of RXXXXXX is due by 00/00/2018 to secure the dates; Goodwill Discount -will only apply subject to Payment of R31052.71 must be made into our bank account by close of business on 7/2/2018. Failing this full payment of R3397.71 becomes due and payable!

The industry standard is that until this deposit is paid the booking is only tentative and venues and suppliers reserve the right to cancel the booking in favour of another client paying the deposit. So it is in your interest to secure this deposit as soon as possible.

Please could you sign and initial the last 2 pages which are the invoice AND Terms & Conditions without which your event is not confirmed, then return them via email. This is so we have signed agreement to our T&C's and can begin to secure suppliers and venues whilst you are processing the payments.

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MOVERS & SHAKERS - Event Invoice [Corporate Gifts & Clothing]

Hi XXXXXXX,

As discussed, please find attached the invoice for Corporate gifts for your event for 6,7&8 February 2018. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

You will notice that we have included descriptions in this invoice. If you would prefer an invoice which does not mention the nature of the event so as to keep it secret from any possible delegates involved in the financial process, then let us know and we will arrange a more generic document.

If necessary, could you also please supply your VAT no. and /or Purchase Order no. for our records when you return the signed invoice and Terms & Conditions (2 pages).

Lastly, on a more commercial note, please could you make your financial team aware of the payment deadlines for deposits and balances. Due to the imminence of your event, the full deposit secures the event with all suppliers and full payment is required 14 full working days before the event.

Your full payment of R79443.53 is due by 30/01/2018 to secure the production;

Please could you sign and initial the last 2 pages which are the invoice AND Terms & Conditions without which your order is not confirmed, then return them via our email. MOVERS & SHAKERS - Event Invoice [Corporate Gifts & Clothing]

Hi XXXXXXXX,

As discussed, please find attached the invoice for Corporate gifts for your event for 6,7&8 February 2018. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks. In the case of any difficulties, please see below instructions on how to open the Adobe Acrobat file.

You will notice that we have included descriptions in this invoice. If you would prefer an invoice which does not mention the nature of the event so as to keep it secret from any possible delegates involved in the financial process, then let us know and we will arrange a more generic document.

If necessary, could you also please supply your VAT no. and /or Purchase Order no. for our records when you return the signed invoice and Terms & Conditions (2 pages).

Lastly, on a more commercial note, please could you make your financial team aware of the payment deadlines for deposits and balances. Due to the imminence of your event, the full deposit secures the event with all suppliers and full payment is required 14 full working days before the event.

Your full payment of R79443.53 is due by 30/01/2018 to secure the production;

Please could you sign and initial the last 2 pages which are the invoice AND Terms & Conditions without which your event is not confirmed, then return them via our email. This is so we have signed agreement to our T&C's and can begin to secure suppliers and venues whilst you are processing the payments.

Please also sign as approved the "Corporate Gifts Branding Details" Document. All logos should be sent in Vector Format (i.e. Adobe Illustrator or Coreldraw) to avoid the necessity for a logo redraw.

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MOVERS & SHAKERS - Seperate Event Invoices [SEPARATE INVOICES]

Hi XXXXXXXXXXXX,

As discussed, please find attached 2 separate invoices for deposit and balance of payment to secure your event for XXXXXXXXXXXXXXXX.

Your invoices are encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

Also, there is a conference checklist that you will want to fill out in order to ensure the smooth running of your event. We have filled out as much as possible in order to save you time and effort, however, please check what we have done and feel free to change anything you feel necessary. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. IMPORTANT: We



need this returned completed at least 2 weeks before the event date or within 2 days if your event is already less than 2 weeks away.

[ ]Also, there is a conference checklist that you will want to fill out in order to ensure the smooth running of your event. This is a complimentary tool we provide that you can use to control your event details. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. This can then be sent to your venue. We really only require the delegates names and details for our event organisation. [ ]

Full certified Halaal or Kosher meals will incur an additional cost from the venue.

You will notice that we have included descriptions in these invoices. If you would prefer an invoice which does not mention the nature of the event so as to keep it secret from any possible delegates involved in the financial process, then let us know and we will arrange a more generic document.

Could you also please supply your VAT no. and /or Purchase Order no. for our records when you return the confirmation of intent section.

Lastly, on a more commercial note, please could you make your financial team aware of the payment deadlines for deposits and balances. Both invoices have been forwarded to you now, and it would be appreciated if both invoices could be approved and scheduled in your system for payment on the due date.

As was detailed on the proposals, 50% deposit secures the event with all suppliers and full payment is required at least xxxxx days before the event.

Your first deposit of RXXXXXX on invoice xxxx is due by 00/00/2018 to secure the dates;

Balance of payment of RXXXXX on invoice xxxx is due on or before 00/00/2018.

The industry standard is that until this deposit is paid the booking is only tentative and venues and suppliers reserve the right to cancel the booking in favour of another client paying the deposit. So it is in your interest to secure this deposit as soon as possible.

Please could you sign and initial the last 3 pages being both invoices & Terms & Conditions without which your event is not confirmed, then return them via our email. This is so we have signed agreement to our T&C's and can begin to secure suppliers and venues whilst you are processing the payments.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

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MOVERS & SHAKERS - Event Invoice [ ]schools[ ]

Hi XXXXXXXXXXXX,

As discussed, please find attached the invoice to secure your event for XXXXXXXX 2018. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

On a more commercial note, please could you make your financial team aware of the payment deadlines for deposits and balances. As was detailed on the proposals, 50% deposit secures the event with all suppliers and full payment is required at least 5 days before the event.

Should you wish to make use of staged payment, Your first deposit of RXXXXXX is due by 00/00/2018 to secure the dates;

Balance of payment of RXXXXXX is due on or before 00/00/2018.

The industry standard is that until this deposit is paid the booking is only tentative and venues and suppliers reserve the right to cancel the booking in favour of another client paying the deposit. So it is in your interest to secure this deposit as soon as possible.

Please could you sign and initial the last 2 pages which are the invoice AND Terms & conditions without which your event is not confirmed, then return them via our email. This is so we have signed agreement to our T&C's and can begin to secure suppliers and make arrangements whilst you are processing the payments.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

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MOVERS & SHAKERS - Credit Card Authority to Debit

Hi XXXXXXXX,

Please note that due to credit card security reasons we are forced to adhere to certain parameters as stipulated contractually by our bank over and above the normal credit card transaction rules.

Please find attached a form that needs to be filled in order for us to process a credit card transaction on your behalf.

The following documents are required for a "Card Not Present" transaction:

- Credit card payment - Authority to Debit form fully completed and signed. Must be signed by the person who's name is on the card. (attached)
- Photo identity Document of signing party. Must match the name on the credit card.
- A legible Photo Image of both sides of the credit card being used & card must be signed at the back.
- Movers & Shakers Invoice and Terms and Conditions signed. (attached)

The actual credit card has to present on or before the event day in order for us to take an imprint on bank stationery.

Furthermore, please note:

No refunds can be made on the transaction within one week of the initial sale and the same credit card has to be physically present at our terminal in order for this to be processed.

Currently we only accept Visa & MasterCard.

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MOVERS & SHAKERS - Credit Card Invoice

Hi XXXXXXXX,

As discussed, please find attached the invoice to secure your event for XXXXXXXXXXXXXXXX. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

Also, there is a conference checklist that you will want to fill out in order to ensure the smooth running of your event. We have filled out as much as possible in order to save you time and effort, however, please check what we have done and feel free to change anything you feel necessary. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. **IMPORTANT:** We need this returned completed at least 2 weeks before the event date or within 2 days if your event is already less than 2 weeks away.

Also, there is a conference checklist that you will want to fill out in order to ensure the smooth running of your event. This is a complimentary tool we provide that you can use to control your event details. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow. This can then be sent to your venue. We really only require the delegates names and details for our event organisation.

Also, there will be a conference checklist to follow that you will want to fill out in order to ensure the smooth running of your event. We will fill out as much as possible in order to save you time and effort, however, please check what we have done and feel free to change anything you feel necessary. You will need to fill in some details in the yellow blocks and please pay special attention to the bar limits and drinks that you will allow.

Full certified Halaal or Kosher meals will incur an additional cost from the venue.

You will notice that we have included descriptions in this invoice. If you would prefer an invoice which does not mention the nature of the event so as to keep it secret from any possible delegates involved in the financial process, then let us know and we will arrange a more generic document.

Could you also please supply your VAT no. and /or Purchase Order no. for our records when you return the confirmation of intent section.

Lastly, on a more commercial note, please could you make your financial team aware of the payment deadlines for deposits and balances. Due to the imminence of your event, the full deposit secures the event with all suppliers and full payment is required XXXXXX full working days before the event.

Your full payment of RXXXXXX is due by 00/00/2018 to secure the dates;

The industry standard is that until this deposit is paid the booking is only tentative and venues and suppliers reserve the right to cancel the booking in favour of another client paying the deposit. So it is in your interest to secure this deposit as soon as possible.

Please could you **sign and initial the last 2 pages which are the invoice AND Terms & Conditions without which your event is not confirmed**, then return them via our email. This is so we have signed agreement to our T&C's and can begin to secure suppliers and venues whilst you are processing the payments.

Please note that due to credit card security reasons we are forced to adhere to certain parameters as stipulated contractually by our bank over and above the normal credit card transaction rules.

Please find attached a form that needs to be filled in order for us to process a credit card transaction on your behalf.

The following documents are required for a "Card Not Present" transaction:

- Credit card payment - Authority to Debit form fully completed and signed. Must be signed by the person who's name is on the card. This form we have attached for your convenience.
- Photo identity Document of signing party. Must match the name on the credit card.
- A legible Photo Image of both sides of the credit card being used & card must be signed at the back.
- Movers & Shakers Invoice and Terms and Conditions signed. (attached)
- The actual credit card has to present on or before the event day in order for us to take an imprint on bank stationery.

Furthermore, please note:

No refunds can be made on the transaction within one week of the initial sale and the same credit card has to be physically present at our terminal in order for this to be processed.

Currently we only accept Visa & Mastercard.

No transactions can be done on a debit card without it being physically present at our terminal .

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**MOVERS & SHAKERS - Event Quote**

Hi XXXXXXXXXXXXX,

As discussed, please find attached the formal quote relating to your event for XXXXXXXXXXXXXXXX. Your quote is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

Once you have given acceptance, we will send you a proper Tax Invoice in order for you to process the deposits. Also, there may be a conference checklist that you will want to fill out in order to ensure the smooth running of your event.

You will notice that we have included descriptions in this quote. If you would prefer an invoice which does not mention the nature of the event so as to keep it secret from any possible delegates involved in the financial process, then let me know and we will arrange an invoice that is a more generic document, or both if required.

Could you also please supply your VAT no. and /or Purchase Order no. for our records when you return the confirmation of intent section.

Notify us if any changes need to be made to details before invoicing in order to avoid any delays in the processing of deposits and payments.

As was detailed on the proposals, 50% deposit secures the event with all suppliers. The industry standard is that until this deposit is paid the booking is only tentative and venues and suppliers reserve the right to cancel the booking in favour of another client paying the deposit. So it is in your interest to secure this deposit as soon as possible.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

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**MOVERS & SHAKERS - Commission Invoice**

Hi XXXXXXXXXXXXX,

It was a pleasure working with your team at your venue, and we hope to be able to partner with you again in the near future.

As discussed, please find attached the invoice for commission on our event for XXXXXXXXXXXXXXXX. The invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

If you have not done so already, could you also please supply your VAT no. for our records and inclusion on your invoice.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

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MOVERS & SHAKERS - Commission Invoice [Contra]

Hi XXXXXXXXXXXXXXXX

Please thank your team on putting together another extremely successful event. We certainly enjoyed working with them.

Please find attached the post event invoice for commission following our event on xxxxxxx. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

[For convenience we have deducted the invoiced amount from that owing on your final invoice. You will / have received a deposit to the value of Rxxxx.xx which is your invoice of Rxxxxx.xx less this commission of Rxxxx.xx.]

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information. We sincerely hope that your team enjoyed it, and we hope to work with you all again soon.

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MOVERS & SHAKERS - Forfeiture of discount invoice

Hi XXXXXXXXXX,

Unfortunately due to the delay in your overdue payments, we have been forced to reverse the conditional goodwill discount previously granted on your event. We reserved the right to reverse all goodwill discounts should our payment terms not be met as agreed to in our signed terms and conditions. Your original invoice has been attached for your convenience.

Lastly, please could you make your financial team aware that this payment is due immediately as services have already been rendered.

Please do not hesitate to contact us if you have any questions or need further information.

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**MOVERS & SHAKERS - Final Payment due x2x days before your event**

Hi XXXXXXXXXXXX,

We are gearing up and getting excited about working with your team on XXXXXXXXX1 Jan 2018XXXXXXXXXX.  
We have some exciting and fun options prepared for the event.

As was detailed on your invoice, please remember that your final payment on Invoice XXXXX is due 2(two) days prior to the event date and final payment should be made before or on XXXXXXXXX1 Jan 2018XXXXXXXXXX.

If this has already be paid, please forward us a proof of payment so that we can allocate these funds correctly to your account.

Furthermore, if not already done, we need the invoice signed and terms & conditions page initialled and returned to us, prior to the event.

Should you need any further clarification please do not hesitate to call us.

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**MOVERS & SHAKERS - Revised Event Invoice**

Hi XXXXXXXXXXXX,

As discussed, please find attached the revised invoice to secure your event for XXXXXXXXXXXXXXXX. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks. In the case of any difficulties, please see below instructions on how to open the Adobe Acrobat file.

If you have not done so already, please remember to return the completed checklists that we have sent you previously. We may need the delegates name list for the nametags and other important information is required by the venue.

Could you also please supply your VAT no. and /or Purchase Order no. for our records when you return the confirmation of intent section.

Lastly, on a more commercial note, please could you make your financial team aware of the payment deadlines for deposits and balances. As was detailed on the proposals, 50% deposit secures the event with all suppliers and full payment is required at least 5 full working days before the event. The industry standard is that until this deposit is paid the booking is only tentative and venues and suppliers reserve the right to cancel the booking in favour of another client paying the deposit. So it is in your interest to secure this deposit as soon as possible.

If the invoice is in order, please could you sign and initial the last 2 pages which are the invoice AND Terms & conditions without which your event is not confirmed, then return them via fax to 088 011-675-1403. This is so we have confirmation and can begin to secure suppliers and venues whilst you are processing the payments.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

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## REQUIREMENTS OF A VALID TAX INVOICE

Thanks for your confirmation, unfortunately our accountants require a proper Tax invoice (if you are VAT registered), otherwise a proper invoice (which only says "Invoice" and NOT "Tax Invoice").

In order to qualify as a "tax invoice" the following information must be provided:

- Must be clearly entitled as a "TAX INVOICE" or just "INVOICE" if not Vat registered.
- The words "tax invoice" or "INVOICE" must be in a prominent place.
- The name, address, contact details and VAT registration number of the supplier (yourself).
- The name, address and VAT registration number of the recipient

**MOVERS & SHAKERS TEAMBUILDING PTY Ltd;**

**PO Box 462, Ruimsig, 1732;**

**760 Waterval Str. Little Falls, 2040 (no postal delivery)**

**Vat number 4360198081**

- An individual serialised Invoice number. Consecutive numbers must be used as per acceptable accounting practice.
- The date upon which the "tax invoice" is issued.
- A description as well as the quantity or volume of the goods or services supplied.
- The amount charged excluding VAT, the VAT charged and rate and the amount inclusive of VAT.
- Banking details of supplier for payment purposes **MUST** be in writing, preferably on the invoice.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

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**MOVERS & SHAKERS - Audio Visual Quote**



Hi XXXXXXXXX,

Please find attached a quotation for your Audio Visual requirements as discussed. We pride ourselves in our extremely competitive rates as well as the quality of our equipment and the reliability and initiative of our team. We do hope you find our quotation attractive and we look forward to working with you and your team.

#####

**MOVERS & SHAKERS - Current Statement**

Hi XXXXXXXXXXXX,

Well done on putting together another extremely successful event. We certainly enjoyed working with your team.

Please find attached your statement of account for your event on XXXXXXXXXXXX. Your statement is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks. In the case of any difficulties, please see below instructions on how to open the Adobe Acrobat file.

Lastly, please could you make your financial team aware that this payment is due immediately as services have already been rendered. As was detailed on the proposals, bar estimates were purely a guide and to assist in making allowance for refreshments.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information. We sincerely hope that your team enjoyed and benefited from the sessions we shared, and we hope to work with you all again soon.

#####

**MOVERS & SHAKERS - Post-event Invoice**

Hi XXXXXXXXXXXX,

Well done on putting together another extremely successful event. We certainly enjoyed working with your team.

Please find attached the post event invoice for extras following your event on XXXXXXXXXXXX. Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks.

In the case of any difficulties, please see below instructions on how to open the Adobe Acrobat file. We can fax through your bar slips on request.

Could you also please supply your VAT no. for our records when you return the confirmation of intent section.

Lastly, on a more commercial note, please could you make your financial team aware that this payment is due immediately as services have already been rendered. As was detailed on the proposals, bar estimates were purely a guide and to assist in making allowance for refreshments.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information. We sincerely hope that your team enjoyed and benefited from the sessions we shared, and we hope to work with you all again soon.

#####  
#####

**MOVERS & SHAKERS - Post-event Credit Invoice**

Hi XXXXXXXXXXXX,

Well done on putting together another extremely successful event. We certainly enjoyed working with your team.

Please find attached the post event Credit invoice for extras following your event on 16/4/2018. Your Credit invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks. In the case of any difficulties, please see below instructions on how to open the Adobe Acrobat file. We can fax through your bar slips on request.

Could you double check all the details and the deposit will be made within the next few days once you have completed the missing details, Payment will only be made when you have signed the Credit invoice and notified us of any corrections.

For obvious security reasons, please have an authorised person sign and return via fax to confirm all is in order. Please do not hesitate to contact us if you have any questions or need further information. We sincerely hope that your team enjoyed and benefited from the sessions we shared, and we hope to work with you all again soon.

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**MOVERS & SHAKERS - Firewalk Public Seminars**

Hi XXXXXXXXXXXXXXXXXXXX,

Thank you for your kind enquiry regarding our popular "Discover The Fire Within" Firewalk Seminar. Unfortunately we get very little opportunity to give public seminars as we are kept so busy with our corporate clients. Our corporate groups range in size from 12 to 350 people at a time.

Nevertheless, occasionally we do have a public event or a corporate event in which we can invite a few delegates, however, We cannot give any assurances as to when this may be available. The last one we had was in April 2004.

We will however, put your details on file and will contact you should an event arise which may be of benefit to you.

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**MOVERS & SHAKERS - following up**

Hi XXXXXXXXXXXXXXXXXXXX,

Following our recent correspondence regarding your forthcoming TEAMBUILD, we wanted to follow up with you to see if there is any other way we can assist you with your event preparations.

We are excited at the prospect of working with you and your team and would like to offer our COMPLIMENTARY services and experience should you require any further assistance with organising elements such as Venue booking, Bus or transport arrangements, Quality outside catering, "Padkos" for journeys, Staging/Lighting/ Sound equipment & technicians, Corporate gifts or room drops and many other aspects that would enhance your conference.

Please feel free to contact us should you need any further assistance or would just like some advise or opinions on your preparations.

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**MOVERS & SHAKERS - Firewalk Material requirements**

Hi XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX,

As discussed, please find attached a simple list of items that you can possibly assist us with for the forthcoming Firewalk. Please indicate to us by return mail what items you will be able to assist us with. Obviously we would like as much warning as possible should we need to arrange some of the items on the list ourselves.

Please also advise if you are able to assist with any of items the marked in red as this will obviously save any unnecessary transportation and organisation.

We thank you for your cooperation and look forward to working with your team.

#####

**MOVERS & SHAKERS - Firewalk Material requirements**

Hi XXX,

As discussed, please find attached a simple list of items that you can possibly assist us with for the forthcoming Firewalk. Please indicate to us by return mail what items you will be able to assist us with.

**Logistics**

Facilitators will set up Firewalk runways on suitable piece of grass as close to the conference room as possible.

All lawns are protected by placing additional grass turf over the existing lawn and sprinkling water continuously.

A suitable area nearby with any surface is required for preparing fires.

**Firewalk Material Requirements List:**

2 ice buckets of crushed ice (can crush ice with bricks if necessary)

2 metal spades

1 metal rake (Not Essential)

1 hosepipe to reach Firewalk runway, attached to water

1 metal wheelbarrow

Pen & small sheet Paper for each delegate in conference room

Large rubbish bins - to clear up after the event.

We thank you for your cooperation and look forward to working with your team.

#####

MOVERS & SHAKERS - Follow up from Firewalk event

Hi XXXXXXXX,

Thanks to you and your team for all your help and assistance. it certainly did serve to make for a successful event for the client.

As we promised, we made every effort to ensure that there is no damage to any lawns or property and we trust that your management and groundsmen are satisfied that everything was left in the condition in which we found it. Should there be any concerns please do not hesitate to contact me personally and we will strive to address any issues as a priority.

We enjoyed working at your venue, and hope that we can conduct these events again with you in the future. With your permission we would in fact like to recomend your venue to our clients.

Kind regards

Paul

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Movers & Shakers - Prelude to the Murder Mystery Dinner

Hi XXXXXXXXXXXXXXXXXXXX,

Please find attached the email teasers we can send to your guests for the Murder Mystery Dinner. They are intended to increase awareness and raise anticipation for the evening event.

Ideally these are best sent out a week to 10 days before the event at 2 or 3 day intervals. For example, if the Dinner is on Friday 10 March The first email could go out on the Friday 3 March. The next could be sent on the Tuesday 7 March and the final one the day before the event on Thursday 9 March. Obviously, this is flexible and if anyone does not get an email it is not a problem as print outs of all these teasers will be on the tables at the event.

We also suggest that the teasers be sent out in the following order.

- 1) Invitation
- 2) The Herring newspaper
- 3) Tips for a murder mystery meal

If there is an anonymous email address that can be used to send the teasers, this may avert a barrage of questioning from the delegates. If required, you can send us all the delegates email addresses in a copy and paste format and we will send the mails from Bokkie's email Bietjie.dof@gmail.com

[For the evening itself, we would like to run the event with 10 tables of 10 delegates as each table will make up a team. The venue should try to leave some space open at each table i.e. not make them too cramped so that the "suspects/characters are able to mingle with each group and pull up a chair to their table. We also require that a suitable private room be available somewhere relatively close by for the actors to change in. A public toilet is not suitable if the Actors can be walked in on by delegates whilst they are changing costumes or applying make-up.]

Could we also ask you to let us know if there are any anecdotes or funny stories that you could share with us about any of the delegates, as these can be passed on to the Actors running the Dinner and brought into the limelight at the most opportune moment. This might be a great intro for the cop..."I have been informed that there are some shady characters here tonight, like Susan Jones who apparently likes to do the Macarena naked after two glasses of wine cooler at the Christmas party every year..."

Lastly, you may want to let your delegates know of any dress code that you have decided on for the meal.

Should you have any queries or need further information please do not hesitate to contact us.

We look forward to meeting and working with your team.

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Movers & Shakers - Prelude to a Murder Mystery Dinner

Hi XXXXXXXX,

Please find attached the email teasers we can send to your guests for the Murder Mystery Dinner. They are intended to increase awareness and raise anticipation for the evening event.

Ideally these are best sent out a week to 10 days before the event at 2 or 3 day intervals. For example, if the Dinner is on Friday 10 March The first email could go out on the Friday 3 March. The next could be sent on the Tuesday 7 March and the final one the day before the event on Thursday 9 March. Obviously, this is flexible and if anyone does not get an email it is not a problem as print outs of all these teasers will be on the tables at the event.

We also suggest that the teasers be sent out in the following order.

- 1) The Invitation
- 2) The Probe & Prattler newspaper
- 3) Power Sleuthing 101

If there is an anonymous email address that can be used to send the teasers, this may avert a barrage of questioning from the delegates.

We also suggest that the teasers be sent out in the following order.

[For the evening itself, we would like to run the event with X tables of X delegates as each table will make up a team. The venue should try to leave some space open at each table i.e. not make them too cramped so that the "suspects are able to mingle with each group and pull up a chair to their table. We also require that a suitable private room be available somewhere relatively close by for the actors to change in. A public toilet is not suitable if the Actors can be intruded on by delegates whilst they are changing costumes or applying make-up.]

Could we also ask you to let us know if there are any anecdotes or funny stories that you could share with us about any of the delegates, as these can be passed on to the Actors running the Dinner and brought into the

limelight at the most opportune moment. This might be a great intro for the policeman..."I have been informed that there are some shady characters here tonight, like Susan Jones who apparently likes to do the Macarena naked after two glasses of wine at the Christmas party every year..."

Lastly, you may want to let your delegates know of any dress code that you have decided on for the meal.

Should you have any queries or need further information please do not hesitate to contact us.

We look forward to meeting and working with your team.

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**MOVERS & SHAKERS - Balance of deposit due**

Hi XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX,

This automated reminder is intended to notify you that the balance of payment for your event is due by tomorrow. As per our standard terms and conditions the remainder of the balance outstanding is required 2 days prior to the event.

If you would kindly bring this to the attention of your finance department this would be most appreciated. We have attached the original invoice for your convenience. If the payment has already been paid, please ignore this message and we thank you for your timeous payment.

We thank you for your cooperation and look forward to working with your team.

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**MOVERS & SHAKERS - Final Payment Due**

Hi XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX,

Please be so kind as to revisit your invoice payment with your finance department. We did quite clearly stipulate in all of our correspondence our payment terms and conditions even to the extent of defining dates on the first



page of our invoice as to when final payment was due. Original Invoice was sent on the XXXXXXXXXXXXXXXX 2018, and your deposit payment implied acceptance of MOVERS & SHAKERS Terms and Conditions.

Unfortunately we do need to request our final payment for the actual event on the due date. This is according to industry standards with teambuilding events or entertainment and venues. All venues expect full payment up front and the same is required from our other suppliers.

We hope to receive your urgent and positive response as payment is already due, and we assure you of our good intentions at all times.

#####

MOVERS & SHAKERS - Thanks for the feedback

Hi XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX,

Thank you so much for the positive feedback. We are always so grateful to hear from the friends made at our events. The team at Movers & Shakers truly thrive on being able to provide an uplifting input into the lives of others. It is just this type of encouragement that we all need in order to raise our efforts to the next level.

We sincerely do hope that our input, but more importantly your altered attitudes, perspectives and mindsets will have a "pass it forward" effect on other people. We know that it will steer your life in a more positive direction. As they say, "Attitude is Everything".

We do hope that you'll stay in touch and please consider registering for our "Team-talk" newsletter which you can do on our website [www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)

We also hope to work with you again in the near future so we can take the next phase in working with your team. Your organisation is lucky to have you, but remember: "It is indeed a reward, a challenge, and a privilege to be a contributing member of a team". Value them, take action and they'll value you.

Keep Movin' & Shakin'

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**MOVERS and SHAKERS - An Introduction to EXCITEMENT !**

Hi XXXXXXXXXXXXXXXXX,

Following an ....., we would like to introduce ourselves to you for your future reference.

Please feel free to contact us if we can assist with any of your event preparations or feel free to browse our website at [www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)

If at any time you would like to see a consultant to run through our exciting and unique events, then we would be pleased to set up a FREE EVENT CONSULTATION.

We look forward to meeting you and working with your team and delegates.

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**MOVERS and SHAKERS - Right to privacy respected**

Dear XXXXXXXXXXXXXXXXX,

We are indeed sorry that you wish to be removed from our TeamTalk subscribers list, as our goal is to provide stimulating and uplifting input to our subscribers on a regular basis. We have received your unsubscribe request and fully respect your right to not be bothered by unwanted mail. We will ensure that your details are removed from the subscriber list immediately.

Should you require to merely change your address, please re-subscribe either by email to [newsletter@MOVERSandSHAKERS.co.za](mailto:newsletter@MOVERSandSHAKERS.co.za) or on the subscribe box on our website [www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)

We obviously understand that there are many people who are too busy to cope with the amounts of email they receive and they prefer to filter down their communications. If, however, there is a specific reason that you were unsatisfied with our TeamTalk Moti-Mail, we would value your input in our quest for continual improvement.

regards

**MOVERS & SHAKERS - TeamTalk Moti-Mail Team**

Office: 011 675-1400

Fax: 088 675-1403

Email: [newsletter@moversandshakers.co.za](mailto:newsletter@moversandshakers.co.za)

Web: [www.moversandshakers.co.za](http://www.moversandshakers.co.za)

#####  
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**MOVERS and SHAKERS - Right to privacy respected but can't find address**

Dear XXXXXXXXXXXXX,

We are indeed sorry that you wish to be removed from our TeamTalk subscribers list, as our goal is to provide stimulating and uplifting input to our subscribers on a regular basis. We have received your unsubscribe request and fully respect your right to not be bothered by unwanted mail. We will ensure that your details are removed from the subscriber list immediately. However, the address above is not recognised by our database. Could it be possible you subscribed under another address? The closest we have is XXXXXXXXXXXXXXXXXXXXX . Please advise so that we can see to your request.

Should you require to merely change your address, please re-subscribe either by email to [newsletter@MOVERSandSHAKERS.co.za](mailto:newsletter@MOVERSandSHAKERS.co.za) or on the subscribe box on our website [www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)

We obviously understand that there are many people who are too busy to cope with the amounts of email they receive and they prefer to filter down their communications. If, however, there is a specific reason that you were unsatisfied with our TeamTalk Moti-Mail, we would value your input in our quest for continual improvement.

regards

**MOVERS & SHAKERS - TeamTalk Moti-Mail Team**

Office: +27 11 958-0306

Fax to email: +27 088 011 675-1403

Email: [newsletter@moversandshakers.co.za](mailto:newsletter@moversandshakers.co.za)

Web: [www.moversandshakers.co.za](http://www.moversandshakers.co.za)

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**MOVERS & SHAKERS - Email proposal undelivered**

Hi XXXXXXXXXXXXXXXXXXXXXXXX

Please let us know if you received the proposal that we sent through to you as we received a message suggesting that it was undeliverable, or had been blocked by your IT department / internet Firewall.

Should you have not received the proposal or correspondence requested, please advise an alternative email address or provide a fax number should you prefer us to fax the documents through to you. We will certainly do anything within our power to ensure that you receive your communications from **MOVERS & SHAKERS** as expediently as possible.

We hope that this delay has not caused you any inconvenience, nor reflected poorly on our service levels. As a valued potential client, we assure you of our best intentions at all times.

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**MOVERS & SHAKERS - Credit Invoice**

Hi XXXXXXXXXX,

Please find attached the credit note as discussed. This has been contra-ed against amounts outstanding on your statement/ Could you double check all the details and the deposit will be made within the next few days if you have not notified us of any corrections.

Please sign and return via fax to confirm all is in order.

We look forward to working with your team again soon.

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**Personality Profile - Self Assessment questionnaire**

Dear Delegate,

Please find attached a simple Personality self assessment questionnaire which should be filled in prior to arriving at the conference. Please do not forget to bring a hard copy of this with you, as you will want to work with it during one of the sessions we have on the agenda.

There is also a definitions list to assist you if you are not quite sure what any of the words might mean. We would like to suggest that you print both of the documents out in order to make it easier to work with.

It is important that you know that this information will be for you to retain and you will not be required to share it with anyone unless you feel comfortable to do so. We have found that in order to best understand the various personalities, it is most important that you first understand yourself as it will assist you in realising why you react to things in the way that you do. We highly recommend that this form be filled in as honestly as possible. We will all assess the results of our own completed forms during the session.

NOTE; There are no wrong or right Personality types - people are merely different.

We look forward to working with you all over the conference period.

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MOVERS & SHAKERS - We would like to have your details for our venue database.

Please could you send me your rates as we would like to include you on our database of venues.

The information required is as follows:

24 hour conference package p.p. sharing

24 hour conference package p.p. single

Day Rate incl. lunch p.p.

half Day Rate incl. lunch p.p.

half Day Rate excl. lunch p.p.

We also need to know how many rooms you have available. How many people can you accommodate in single rooms? How many delegates can be accommodated in total?(i.e 1 person to a bed where double beds are a factor).

Could you further please indicate the approximate distance your venue is from Johannesburg.

We look forward to working with you in the near future.

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**MOVERS & SHAKERS - Directions to our Offices in Tres Jolie**

You can find a map from Pretoria to our offices at the following link which can be printed out:

<<http://www.maporama.com/affiliates/shellza/share/iti.asp?ItineraryID=F1F78EF2-EFA2-4B99-8A98-399815EAFCA7&language=En>>

You can find a map from Victory Park to our offices at the following link which can be printed out:

<<http://www.maporama.com/affiliates/shellza/share/iti.asp?ItineraryID=D09D732B-2B98-4DBB-92B5-A1A455BCE930&language=En>>

Once on Peter Rd, you travel to the bottom of the valley and Two Rivers Country Estate is in the dip not too far from Monash University. The security at the gate should be asked for stand 127, then they will call me to grant you access into the estate (Please note that they cannot grant access, it needs to be done from my cellphone). Once through security control, turn at the 2nd road left, Mahogany Close and we are number 8, the third house on the right.

The full address is: 8 Mahogany Close, Two Rivers Country Estate, Peter Rd, Tres Jolie, 2040

We are close to Monash University between Honeydew and Ruimsig.

We look forward to seeing you there.

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Cancellation of Paul@show.co.za

This is an autoresponse:

Please use the following contact details:

Cell: +27 82 920-6215

Office: +27 11 675-1400

Fax: 088 011 675-1403

Email: Paul@MOVERSandSHAKERS.co.za

NOTE: This email address is soon to be discontinued

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MOVERS & SHAKERS - Catering & Functions

Hi XXXXXXXXXXXXXXXX,

Please find attached an outline of our catering capabilities. We pride ourselves in the highest quality of food and only use the most qualified and respected chefs to supervise our preparation and functions.

Please note that the attached menus are merely our recommendations based on the brief you have given us and we are capable of customising this to suit your requirements. We are extremely flexible in this respect and you are guaranteed a delicious and tantalising taste experience.

We look forward to hearing from you when you have had a chance to finalise your plans.

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MOVERS & SHAKERS - payment outstanding.

Hi XXXXXXXX,



Please would you be so kind as to look into the outstanding payment on invoice XXXX, which we have attached again for your convenience.

We cannot track any deposits into our account relevant to this invoice and your finance department has not sent through any proof of payment via fax or email. Should this payment have already gone through, we would be grateful if you could provide us details for our records.

Your invoice is encrypted to ensure the secure transmission of your information across the Internet and non-secure networks. In the case of any difficulties, please see below instructions on how to open the Adobe Acrobat file.

Please assist us to resolve this with you as a matter of urgency.

#####  
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Hi XXXXXXXXXXXXXXXXXXXX,

XXXXXXXXXXXXXXXXXXXX Unfortunately, all of our teams are on events and are pretty much fully booked for the next week. Furthermore, our office receptionist is on sick leave in Johannesburg.

I am currently in KZN and I am finding it difficult to return calls as I'm usually not free until after hours. Can I contact you on your cellphone or would it be easier to correspond with you via email (which I'm able to get to in the evenings.)

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MOVERS & SHAKERS - Thank you for the career interest.

Hi XXXXXXXXXXXXXXXXXXXX,

Thank you for your kind enquiry regarding working with our dynamic team. Unfortunately at present we do not have any positions available, and it is probable that only temporary occasional work would be required in the foreseeable future. We cannot give any assurances as to when any position may be available.

We will however, put your details on file and will contact you should any opening arise which may be of benefit to you.

#####  
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MOVERS & SHAKERS - Thanks for the commission

It was a pleasure working with your team at your venue, and we hope to be able to partner with you again in the near future.

As discussed, please find attached the invoice for commission on our event for 30 March for **Alexander Forbes**.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

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MOVERS & SHAKERS - Participation in amaZinga-Zinga Race

Hi **XXXXXX**,

Following my conversation with you **XXXXXX**, I would like to formalise in writing our ideas and outcomes.

Firstly, one of our intentions in designing this great race/adventure and marketing it to corporate clients is to give a brief exposure of lesser known destinations and venues with a view to encouraging our delegates to return and explore these South African attractions in more detail with their families or other business groups. We successfully produced our original "amaZinga-Zinga Adventure" to many established and influential clients such as:

Nedbank; Hollard Insurance; Rand Merchant Bank; W.S. Atkins Engineers, and many others.

At your venue we are hoping to build a long term relationship that is a win-win situation for all involved. We strive to not incur large costs for yourselves or our clients, as often there are more than a dozen stops during a race and budget gets spread very thin, very quickly.

Large crowds at any one time are avoided as delegates are split into different teams in different busses and will usually arrive at different times not more than an hour apart.

We were hoping to have the following scenario at your venue:

Delegates arrive at Maropeng where they will meet one of our facilitators (possibly dressed as a caveman or other suitable character) and he will give them a questionnaire they need to answer in order to get their next clue. We think that they should be able to answer all the questions on the pathway leading up to the main museum building and in the foyer of the museum without having to go through the gate to the boat ride.

Obviously the more interactive they can be, the better, so if you have any other suggestions please let us know. We respect that you know your facility better than us.

We estimate that this whole process should not take more than 10-15 minutes per team and there will be a total of approximately 6 teams. There would be approximately 100 pax in total. The next date we are planning is the 1 November 2018 in the morning between 9am and 12:30pm.

Lastly, we have found that this is a great opportunity to do a little promotion to the group and we are happy to give delegates any of your marketing materials you may wish them to have. Some venues even provide some low cost prizes i.e. 20% discount for a family of 3, or "1 free child entry for every 2 adults" voucher, or a free midweek entry voucher. However this is entirely at your discretion.

We do hope that you can see fit to allow us to include your venue in our program, or suggest ways in which we can both gain from the experience.

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MOVERS & SHAKERS - Thanks for amaZinga-Zinga Race involvement

Hi XXXXXXXXXXXX,

It was an absolute pleasure working with you guys once again and we are so grateful for your contributions and effort.

The feedback we had from delegates about XXXXXXXXXXXX was excellent and I'm certain you will have some of these people attending XXXXXXXXXXXX.

We look forward to working with you again soon.

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**MOVERS & SHAKERS - XXXCLIENTXXX - Observation Report**

At Movers and Shakers we like to ensure that our team building activities are objectively evaluated in a post observation process. We have an in-house Psychometrist that looks at the entire video and objectively evaluates your team on each activity. It is important to remember that for each team build activity we presented for your company we are observing and giving experienced opinions on individual competencies, of which have been included in the report. We then discuss the entire teams' performance against those individual competencies. In a post observation evaluation it is important that we do not focus completely on individual strengths and development areas but instead largely focus on the team as a whole.

We also need to bear in mind that your report is based essentially on observations and is not based on scientifically developed tests and assessments which can give accurate measurements according to internationally accepted standards. In reality this report is intended as a guide for critical leaders and is not recommended that these results are given to every individual for examination as they are seen as extremely personal and can be easily misinterpreted. We do not recomend that any long term career decisions or plans for individuals are made based purely on this report which is relevant to a relatively short observation period. More accurate and scientific methods should be employed when be using to substantially influence an individual's career path or direction.

We are certain that you will gain valuable insight into your team from this report and we look forward to working with you again soon.

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**MOVERS & SHAKERS - Final Bar Bill Refund**

Hi XXXXXXXXXXXXX,

We have just received the final account in for the bar and beverage account from Shumba which came in at Rxxxxx.xx and your bar estimate was Rxxxxx.xx. So you are due a refund of a Rxxx.xx.

Please be so kind as to provide us with a proper invoice to the value of Rxxxx.xx and Vat Rxxx.xx with all the relevant details including your banking details of the account to which you require the funds to be deposited.

**REQUIREMENTS OF A VALID TAX INVOICE**

Our accountants require a proper Tax invoice (if you are VAT registered), otherwise a proper invoice (which only says "Invoice" and NOT "Tax Invoice").

In order to qualify as a "tax invoice" the following information must be provided:

- Must be clearly entitled as a "tax invoice".
- The words "tax invoice" must be in a prominent place.
- The name, address, contact details and VAT registration number of the supplier (yourself).
- The name, address and VAT registration number of the recipient

(MOVERS & SHAKERS; PO Box 462, Ruimsig, 1732; Vat number 4360198081)

- An individual serialised Invoice number.
- The date upon which the "tax invoice" is issued.
- A description as well as the quantity or volume of the goods or services supplied. ( Bar Estimate Refund)
- The amount charged excluding VAT, the VAT charged and rate and the amount inclusive of VAT.
- Your Banking details (payee / supplier) for payment purposes **MUST** be in writing preferably on the invoice.

We hope you find all in order. Please do not hesitate to contact us if you have any questions or need further information.

We also sincerely hope that you and your team thoroughly enjoyed the event and we hope to work with you again in the near future.

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**MOVERS & SHAKERS - Clarification for possible position**

Hi XXXXXX,

As you previously sent us your CV which we kept on file, please indicate:

Whether you are still seeking a position in the teambuilding industry.

Whether you have a drivers licence and your own transport.

What salary you would be looking to attain.

We look forward to hearing from you soon and will respond should you fit our requirements.

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MOVERS & SHAKERS - Event Packing list

Hi XXXXXXXXXXXXXXXX,

Please take note of the following and advise accordingly:

Confirmation:

- Your Half Teambuild is confirmed at XXXXXXXXXXXXXXXX from XXXXXXXXXXXXXXXX on XXXXXXXXXXXXXXXX.

Dress code:

Please pass this very important information on to all delegates that will be participating in the event.

- Casual clothing - track pants, slacks or shorts.
- Dress in layers, it's easier to take off a jersey or jacket than be hot/cold all day.

- Takkies, "closed sandals" or comfortable closed flat shoes are recommended
- Don't forget the sunscreen and a cap, even if the weather cools down.
- Spare set of clothes is advised (Just in case)

Venue:

Please see attached the map and directions to [XXXXXXXXXXXXXXXXXXXXXXXXXXXX](#).

Thank you, we look forward to hearing from you.

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Special VIP Invitation for ??IDtek??

Helloes,

Please find an invitation attached.

Hullo.....?!

Is there anyone out there.....?

Is this thing on.....?

Ag no!

#####  
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## Dropbox Invitation

We have set up a dropbox for you. Please put any files or pictures in here as it is a very useful tool that resolves having to send very large email attachments.

We have used it for some time and recommend it is a safe and reliable environment.

There can no longer be excuses that a file was too big to email as it can handle up to 8gb! and it is used exactly like a normal folder on your desktop (Apple or PC). It's an awesome tool that we've been using for a few years now.

Just remember that although you can upload and share documents, your actions have implications! If you move the file out of your dropbox folder it removes it for everyone. So remember "Copy - don't Move".

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## MOVERS & SHAKERS Dropbox Invitation or Facebook Upload

Hi There,

We noticed that you had various delegates taking some photographs of your recent event. We would love to be able to share these with our growing online community of Like-minded, Can-do, Go-getters.

PLEASE SEND US SOME OF YOUR PHOTOGRAPHS. We'd love some high resolution pictures and therefore we have set up a drop box for you.

Please put any files or pictures in here as it is a very useful tool that resolves having to send very large email attachments.

We have used it for some time and recommend it is a safe and reliable environment.

There can no longer be excuses that a file was too big to email as it can handle up to 8gb! and it is used exactly like a normal folder on your desktop (Apple or PC). It's an awesome tool that we've been using for a few years now.

If you have other team members who wish to share some photos, please send us their email address to [info@moversandshakers.co.za](mailto:info@moversandshakers.co.za) and we'll give them access to the dropbox too.



Alternatively if you prefer, please feel free to upload an album to our Facebook site by linking to:

<http://www.facebook.com/pages/Movers-Shakers/125008577556291?v=wall#!/pages/Movers-Shakers/125008577556291?sk=photos>

Every event is important to us and we'd love to see your memories.

#####

Movers and Shakers Dropbox link

Please follow this link to some relevant files regarding [xxxxxxxxxxx](#)

These files are kept in the cloud on dropbox so you can check back for updates occasionally.

#####

Estate Agent Enquiry

Where exactly is this property? Address or A google earth map by email would be good.

I know the area pretty well, but don't want to drive out there without full information

I cannot easily talk at the office.

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MOVERS & SHAKERS - Facebook invitation

You will be pleased to know that we have loaded up some of your recent event pictures onto our Movers & Shakers FaceBook page. Now you're all famous!!

Please check it out and become our friends at Movers & Shakers.Tag your photos, so your friends will all be able to see what adventures you've been up to.

Please feel free to upload an album to our Facebook site by linking to:

<http://www.facebook.com/pages/Movers-Shakers/125008577556291?v=wall#!/pages/Movers-Shakers/125008577556291?sk=photos>

OR

Click on the facebook button below for access.

Every event is important to us and we'd love to see your memories.

regards

The Movers & Shakers team.

[www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)

#####  
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XXXXXXXXXXXXXXXXMovers and Shakers Email Auto responder

Thank you for your correspondence with

MOVERS & SHAKERS International.

Your email has been received and will be addressed ASAP. We strive to respond to all enquiries within 24 hours. If you need to contact us more urgently please see our details below.

regards

The team at Movers & Shakers

Head Office: 011 675-1400

EFax: 088 011 675-1403

Web: [www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)

SA's National Activators

OUR TOPICS INCLUDE:

- \* Movers & Shakers - Motivation
- \* 21 Keys to Great Leadership
- \* Discover the Fire Within - Firewalk
- \* NEW \* Interactive Game Show
- \* NEW \* Ultimate Zany Carnival Board Game
- \* New \* Poker Face Business Simulation
- \* New \* Corporate Chaos Business Simulation
- \* Flight of the Eagle - feat. live Raptors
- \* Lessons from the Wild - feat. live Cheetahs
- \* Murder Mystery Dinners
- \* Dynamic Sales Skills
- \* Teambuilding Fun and Learning
- \* Personality Profiles
- \* Movers & Shakers, Cooks & Bakers - Fashion cooking Teambuild
- \* Many other fun day activities or experiential leadership retreats.

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XXXXXXXXXXXXMovers and Shakers Holiday Email Auto responder

Thank you for your correspondence with

MOVERS & SHAKERS International.

We are on skeleton staff over this holiday period from XXXXXXXXXXXX 16 December XXXX to XXXX 6 January 2018 XXXX

Your email has been received and will be addressed ASAP. We will be checking emails less frequently over this period but on a daily basis. If you need to contact us more urgently please see our details below.

We wish you you a festive Christmas and a fabulous New Year. We look forward to working with you in  
XXXXXX2018XXXXX

regards

The team at Movers & Shakers

Head Office: 011 675-1400

Urgencies: 082 920-6215

EFax: 088 011 675-1403

Web: [www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)

SA's National Activators

OUR TOPICS INCLUDE:

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- \* Murder Mystery Dinners
- \* Dynamic Sales Skills

- \* Teambuilding Fun and Learning
- \* Personality Profiles
- \* Movers & Shakers, Cooks & Bakers - Fashion cooking Teambuild
- \* Many other fun day activities or experiential leadership retreats.

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### TeamTalk Newsletter response

It is always a pleasure to hear from our friends and you have no idea how grateful we are to get feedback. Especially when it's positive! ?

In reality we appreciate all feedback and suggestions as to what people like or don't like. We wanted to create something that people look forward to each month.

We have so much to say and its difficult to work out what to leave out and what people would appreciate most.

We are now proud to actively launched onto Facebook(Movers-Shakers), Twitter (MOVERandSHAKERS) and now a newly revamped website ([www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)) as well as a regular monthly newsletter. We are now truly a part of the Techno age!

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### Facebook Re-Direction

I think you might like this page

<http://www.facebook.com/pages/Movers-Shakers/125008577556291?v=wall>

If you like it - then click to prove it.

Best regards

Paul

#####  
#####

Hi

We have received your CV and successful applicants will be contacted during the course of next week.

Thank you for your interest in the Movers & Shakers Team.

regards

Paul Johnson

#####  
#####

New Event Specialist - Laure Lombardo

Hi

I'm afraid that Justine & Laure are no longer in this division. Please delete [justine@moversandshakers.co.za](mailto:justine@moversandshakers.co.za) and [Laure@MOVERSandSHAKERS.co.za](mailto:Laure@MOVERSandSHAKERS.co.za) from your database.

Please address all future correspondence to Fungie or Anne.

Their email address is [Anne@MOVERSandSHAKERS.co.za](mailto:Anne@MOVERSandSHAKERS.co.za) or [Fungie@MOVERSandSHAKERS.co.za](mailto:Fungie@MOVERSandSHAKERS.co.za) or [info@MOVERSandSHAKERS.co.za](mailto:info@MOVERSandSHAKERS.co.za) that will go to both. All phone numbers are the same.

In the meantime, I have forwarded your email through to the relevant people.

#####

#####

Please Unsubscribe:

[Paul@MOVERSandSHAKERS.co.za](mailto:Paul@MOVERSandSHAKERS.co.za)

[Laure@MOVERSandSHAKERS.co.za](mailto:Laure@MOVERSandSHAKERS.co.za)

[Fungie@MOVERSandSHAKERS.co.za](mailto:Fungie@MOVERSandSHAKERS.co.za)

[Info@MOVERSandSHAKERS.co.za](mailto:Info@MOVERSandSHAKERS.co.za)

[Tash@MOVERSandSHAKERS.co.za](mailto:Tash@MOVERSandSHAKERS.co.za)

[Justine@MOVERSandSHAKERS.co.za](mailto:Justine@MOVERSandSHAKERS.co.za)

[Natalie@MOVERSandSHAKERS.co.za](mailto:Natalie@MOVERSandSHAKERS.co.za)

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#####

Movers & Shakers - Wishing you all the best with your event.

Hi XXXXXXXXX,

We are sincerely disappointed to hear that we will not be working with your team, however we wish you all of the best with your event. We hope to be able to work with you and your team in the near future.

Thank you for letting us know regarding the event so we can free up the dates.

You may wish to subscribe to our TEAMTALK newsletter on the website link below. This will ensure that you are kept up to date with trends in the industry and will be informed of any new events we design.

#####  
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**MOVERS & SHAKERS - Updated Compliance Documentation**

Hi **XXXXXXX**,

In order to assist you in any future teambuilding, decor or event management, please find attached our recently updated compliance documents.

Attached is our current and valid:

BEE Certificate;

Tax Clearance Certificate;

Please capture this information on your supplier database to ensure all our details are current. We would like you to feel that it is easy to do business with **MOVERS & SHAKERS TEAMBUILDING Pty Ltd**, and we would be privileged to be included in your supplier database.

If this is not a function of your job portfolio we would appreciate if you could forward this to the relevant procurement personnel, or reply to this email with the correct details and we will forward the documents.

Should you require any further information or documentation please contact us and we will assist you in any way.

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**Movers & Shakers Internet / Emails down (Autoresponse)**

Please be advised we are currently experiencing an internet failure and as a result our emails are down.

We are uncertain as to when Telkom will resolve this problem in our area. Should your communication be urgent please contact us directly by phone or fax on the details below.

Kind regards

**MOVERS & SHAKERS**

Office: +27 (0)11 675-1400

Fax: 088 011 675-1403

[MOVERSandSHAKERsteambuilding](#)



Web: [www.MOVERSandSHAKERS.co.za](http://www.MOVERSandSHAKERS.co.za)





Please consider the environment - do you really need to print this mail ?

#####  
#####

Linked In request Linkedin

Hi XXXXX,

I see you are connected with Chantelle. I would like to be connected with her so she could possibly put me in touch with any persons who may be organising teambuilding or yearend functions in her company. Please be so kind as to connect us.

#####  
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Application for Wholesale Dealership in South Africa

Hi,

We are one of the largest organisers of Airsoft games in South Africa. Currently we can be researched under Airsoft HQ for airsoft Sales, MOVERS and SHAKERS Teambuilding for corporate events.

We may be wanting to place an order for initial stock of various items.

Please contact us to send us a price list and how to go about ordering from you.

Please see our websites: [www.Airsoft-HQ.co.za](http://www.Airsoft-HQ.co.za) , <http://www.moversandshakers.co.za/Strategy-Combat-Adventures.html#.Uc7z2vIJNaY>

We have a website to run the airsoft sales at [www.Airsoft-HQ.co.za](http://www.Airsoft-HQ.co.za).

Nature of our business is Airsoft supplies Retail and Internet sales as well as organising of club and social games and corporate teambuilding.

Contact Person: Paul Johnson  
Company Name: Movers and SHAKERS Teambuilding Pty Ltd  
Address: 760 Waterval str  
City: Little Falls, Johannesburg  
Postal Code: 1724  
Province: Gauteng

Country: South Africa  
Email: Paul@airsoft-hq.co.za  
Registration No: 2002/005269/07  
Phone: +27116751400  
Fax: +27116751403  
Mobile: +27829206215

#####  
#####

Airsoft HQ Estimate

Dear xxxxxxxxxxxxxxxx

Please review the attached estimate-xxx as discussed. Once paid we will send you an invoice with your shipment.

Please note that this estimate with discounted price is only valid for 5 days after which if payment is not reflecting in our account your order will be cancelled and goods made available for sale again. Please allow time for bank clearing as payment is only deemed made when funds are reflecting as per terms and conditions.

Feel free to contact us if you have any questions and we will help you to our best capabilities.

We look forward to dealing with you.

Sincerely,

Airsoft HQ

011675-1400

fax 088 011 675-1403

www.Airsoft-HQ.co.za

#####

Hi Paul,

Thank you for your interest in Airsoft HQ.

Airsoft HQ has a showroom that is available from 8:30am to 5pm Monday to Friday and Saturday morning by appointment only. We want to be sure there is an experienced person there to assist you with advise and your purchases. We are in Little Falls in the Clearwater Mall area. You should call to make an appointment and we'll give you the address.

We strive to give personalized attention to all our clients.

The physical address is 760 Waterval Str., Little Falls, Roodepoort, 1724

We are also hoping to be able to display certain stock items at games that we will be setting up in the area soon, so keep your eye on our Facebook page and website for details of those.

All our game dates are posted here: <http://www.airsoft-hq.co.za/shop/index.php/eventsx/war-games/cat.listevents/2018/11/18/->

#####

### Airsoft HQ - new stock schedule

Hi XXXXXXXXXXXXX,

Thank you for your interest in Airsoft HQ.

We are not certain at this stage as to when we will be getting more stock of the XXXXXXXXXXXXX as we need to meet minimum order quantities in order to keep our prices as low as they are. However, it should not be too long. Please be sure to put your name down on the waitlist by clicking "Notify me when available" button. Keep an eye on our website and follow our Facebook page and we will keep you informed that way. Sorry we could not be of more help to you right now.

#####

### Airsoft HQ - Prices of out of stock items

Hi XXXXXXXX,

Firstly, thank you for your interest in Airsoft HQ.

In order to assist the airsoft buyers on our site, we show stock of goods still coming in. We do our best to post prices at the time based on that exchange rate as a guide. However, there are quite a few factors that can affect the price slightly either way. These can include customs stops, police inspections and storage costs incurred in delayed shipments due to police or customs delays. As you can imagine there are a myriad of permits and authorities that can have an impact on these types of guns.

We will post the correct prices on the website the moment that the goods are landed and the items are captured into stock.

However, we can assure you that we do whatever we can to keep our costs down as we aim to become the shop of choice for discerning airsoft players in South Africa.

The item you have enquired about:

A381M MP5K Rail System - estimated cost incl. VAT R1300.00

In most instances these parts are compatible with other brands however we may not be familiar with your brand and cannot guarantee compatibility.

Keep an eye on our website or follow our Facebook page below and we will keep you posted as to goods arriving. We look forward to being able to provide you your next weapon of choice.

#####

How do I purchase from Airsoft HQ?

Hi XXXXXXXXXXXX,

You can do all purchases through the website. Payment can be made through EFT, cash deposit, MasterCard or Visa Card. The shopping cart will calculate your delivery cost and we ship nationwide. Shipping normally takes between 2 to 5 days.

We are excited to be able to serve the airsoft community. Please keep an eye on our website and Facebook page for new items we will be bringing in.

If we do something wrong tell us. If we do something right tell others.

#####

Airsoft HQ Reserving stock

Hi xxxxxx,

Thank you for your interest in Airsoft HQ.

Unfortunately due to demand we cannot "reserve" stock for customers, because it can be purchased through the website and we then have no control if someone else comes along. I can only suggest that you purchase the goods online and select "Collect at store" as your delivery option.

Airsoft HQ has a showroom that is available from 8:30am to 5pm Monday to Friday by appointment only. We are in the Clearwater Mall area. You should call to make an appointment. We are not open on weekends or public holidays except when we are tending an airsoft event.

We are hoping to be able to display certain stock items at games that we will be setting up in the area soon, so keep your eye on our Facebook page and website for details of those.

Should this not suit your collection ability we do offer countrywide delivery and payment via credit card though our website.

#####

Airsoft HQ - Compatibility of Stock

Hi XXXXXXXXXXXX,

Thank you for your interest in Airsoft HQ.

Most of our stock is Tokyo Marui compatible and should fit into most rifle/handgun brands that conform with this standard. In our experience there have been very low issues of items not fitting if they are matched correctly.

However as we cannot be familiar with all brands we give no guarantees in this regard. We cannot be held accountable for design quirks in other manufacturers that we do not stock.

You may want to explore this on the international forums.

We hope to do business with you soon.

#####

Airsoft HQ - Shipping costs

Regarding your query of shipping costs, these are all worked out for you on the website in the shopping cart. This can be seen before you commit to your final payment. Although we have negotiated a reasonable flat rate country wide this cost does change depending on the size of the order.

In your instance based on what you have indicated you'd like to order the cost will be approximately XXXXXXXX

#####

Tracking your parcel

Hi xxxxxxxx,  
Your parcel has shipped.

Your parcel can be tracked at [www.Skynet.co.za](http://www.Skynet.co.za) go to "track a parcel" with the tracking number 0800004XXXXXX

Couriers have been instructed to:

Call Client Before Delivery.

Only Addressee to Receive.

Verify Photo ID.

Thank you for using Airsoft HQ.

#####

Ok NotchGear fans...Here it is! Our PRE-RELEASE giveaway of the Notch Classic Typhon Operator. Be the very first to own it! To be eligible to win you must:

1. Like our facebook page.
2. Share this post.
3. Like and comment on this post.

One lucky winner will be randomly chosen and announced on 9/30/14. This style will be available for purchase by the rest of you by November 2018!

#####

[collectionisa@ram.co.za](mailto:collectionisa@ram.co.za),  
[skynetsales94@gmail.com](mailto:skynetsales94@gmail.com), [dwaynevz@skynet.co.za](mailto:dwaynevz@skynet.co.za)  
[info@Airsoft-HQ.co.za](mailto:info@Airsoft-HQ.co.za)

Movers and Shakers - Collection  
Good Day,

Please find below details for pick up:

Contact Person: Paul Johnson

Contact number: 011 675 1400

Company name: Movers and Shakers

Account Number: MOVE02 / J18109

Company Address: 760 WATERVAL ROAD  
LITTLE FALLS  
1724

Pick up date: Today  
Thank you.

#####

Airsoft HQ Order unsuccessful

Hi XXXXXXXXXXXX,

We noticed that you placed 3 orders on [www.Airsoft-HQ.co.za](http://www.Airsoft-HQ.co.za) that were all exactly the same but no credit card payment went through.

We assume that you were either struggling with the website or testing the system. If you need any assistance with placing the order please do not hesitate to call us on 011675-1500.

In the meantime we will cancel these duplicate orders.

#####

Airsoft HQ - Airsoft Start up Recommendations

Hi xxxxxx,

For a start up this is the order in which I would prioritize:

- Airsoft AEG rifle - Everybody wants this first.
- Protective Eyewear - Make sure you buy it at the same time as your rifle.
- Good shoes / boots - Most airsoft injuries are ankle and foot related.
- Some Camo or dull/black clothing - You don't want to be too easily seen.
- Next - A radio. Comms will absolutely change your game experience.
- Then comes handguns, vests and all the other accessories as you choose.

Regarding the guns you may like:

- CAUG A2 - Nice choice modern well designed gun. Everything you need for CQB and other kind of games. Reasonably priced for start up. Fully upgradeable.
- P90 KA AG 76 just sold out yesterday I'm afraid. Great choice and popular rifle. You can look at <http://www.airsoft-hq.co.za/shop/index.php/component/hikashop/product/952-p90-tactical-dd-ka-ag-125-dd?Itemid=382> as well. Unbeatable in CQB situations. Later it can become a secondary to a sniper.
- CA15 also sold out I'm afraid. But I would look at <http://www.airsoft-hq.co.za/shop/index.php/airstore/guns/assaultrifles/product/851-casv-m-cqb-ka-ag-161-bk> This gun is very similar and very high on my popularity list. This quality could last you for your whole airsoft career and can be upgraded in so many ways. This would be my first choice if budget allows.

#####

Airsoft HQ Stock reservation

Hi xxxxxx,

Thank you for your interest in Airsoft HQ.

Unfortunately due to demand we cannot "reserve" stock for customers, because it can be purchased through the website and we then have no control if someone else comes along. I can only suggest that you purchase the goods online and select "Collect at store" as your delivery option.

We cannot guarantee in any way when stock will be in stock again. This is why we have set up the waitlist for each item. This will email you as soon as your required comes back into stock.

Ethically We do not like to take people's money without providing them with the value.

#####

Airsoft HQ Game Registration Confirmation

Hi xxxxxx,

Thank you for your interest in Airsoft HQ and our games recently posted.

You have been registered for the Trenchcoat Village / Chernobyl Resort Game on the 2 November 2018.

We have also booked 1 rifle for you. Please make certain it is picked up before the published start of the game to ensure that it is not then released to someone else.

Please make sure to send your ID number for ALL booked attendees for Trenchcoat games and let us know if you can no longer make it. All Airsoft HQ games can be booked on website at <http://www.airsoft-hq.co.za/shop/index.php/eventsx/war-games/>

And keep an eye on our Facebook page for updates and brief releases.

<https://www.facebook.com/AirsoftHQSouthAfrica>

#####

AIRSOFT HQ - Promotional Airsoft Morning

We are holding a Promotional Airsoft demo for Corporate Teambuilding at Avianto on Tuesday 21 October 2018.

We are looking for a few experienced players who would like to assist as a "tame" opposing force for the day. This is a non-paying gig but will include a decent slap up buffet lunch and refreshments. These events are a lot of fun and is advanced airsoft for experienced players. We require at least 20 games under your belt and player must have full kit.

Should you wish to be an intimidation factor to a bunch of corporate Noobs, Please email us contact details to [info@airsoft-hq.co.za](mailto:info@airsoft-hq.co.za). Volunteers will obviously get preference in facilitating paying Teambuild events.

#####

Airsoft HQ - The wait is over.

Hi Valued Client,

We have now in stock as per your request:

<http://www.airsoft-hq.co.za/shop/index.php/magazines/product/348-pull-string-magazine-for-m16-series-400rds-black-pullmag-blk>

Stock is very limited.

Your waitlist entry on our website will now be deleted.

If you are not able to secure stock before they sell out. Be sure to put your name on the waitlist again.

#####

Airsoft HQ - Waitlist confirmation.

Hi XXXXXXXX

We have noticed that you placed your name on the list waiting for certain items such as XXXXXXXX.

The estimated cost on this will be XXXXXXXX

We are placing orders on the supplier and would like to find out if you are still wanting these items and whether you would be prepared to put down a 50% deposit on these more specialised items to secure the item on delivery. If you oare interested we will supply you with a new amount reflecting the current cost estimate.

Please advise as to your requirements within the next 2 working days and we will strive to serve you as best as we can.

#####

Airsoft HQ - Waitlist request. XXXXXXXXXXXXXXXX

Hi XXXXXXXX,

This item is not likely to be available for the near future. We have deleted your listing in our waitlist.

Can we steer you rather to the following items:

<http://www.airsoft-hq.co.za/shop/airstore/guns/sniperrifles/product/9001826-svd-sniper-rifle-wood-pattern-aeg-ka-ag-98-wo>

<http://www.airsoft-hq.co.za/shop/index.php/airstore/gunaccessories/optics-mounts/product/1123-scope-for-svd-dragunov-sniper-rifle>



#####

Airsoft HQ - Deposit for special order

Hi XXXXX,

We can order your special item XXXXXXXXXXXXXXXXXXXX subject to you making an estimated 50% deposit for the item. We calculate that the item will cost around RXXXX.

If you wish us to place the order then we will require a 50% deposit based on this estimate which would be RXXX.

We estimate that this is 50% of the final amount due but there can be slight variances due to exchange rate, shipping and customs stops.

We will however commit to 2 things:

- 1) We will pass on any cost savings that we can achieve.
- 2) We will not vary the final amount more than 20% of the current price even if the cost increase should be more than that.

With regard to Estimated time of delivery on these goods obviously nothing can be guaranteed. Delivery to us can take between 1 week to 8 weeks depending on Airfreight and seafreight as well as seasonal delays.

We have cancelled your waitlist subscription for this item and wait on your response prior to our placing an order on the supplier which will be in the next few days.

This amount can be made to

Recipient Name: Airsoft HQ Pty Ltd

Account Number: 62469305736

Bank: FNB (First National Bank)

Branch: Clearwater

Account Type: Current / Cheque Account

Bank Code: 251141

Please use the deposit code 50%[partno][Surname] or as much as can fit and be sure to send us a POP via email.

Please send us proof of payment to info@Airsoft-HQ.co.za

#####

Age Limit for Airsoft game

Hi XXXXXXXXX,

Previously we have informally advertised a minimum age of 14. However, I have consulted with some other experienced players and we would be happy to welcome your boy and you to the game.

Obviously you would need to sign indemnity on his behalf and would take him under your wing during the game to ensure his safety and adherence to game rules. We do also recommend a full face mask for little ones.

#####

Airsoft HQ Brands availability

Hi xxxxxx,

Thank you for your interest in Airsoft HQ.

We have carefully selected brands that we choose to represent and currently these include Classic Army, King Arms, We Tech and Tokyo Marui. We find that this covers the broad spectrum of Airsoft needs.

I am afraid that we do not stock XXXXXX. Please let us know if we can interest you in one of our high quality rifles or handguns.

#####

Tokyo Marui do not ship their guns with oil for various reasons. We highly recommend that you properly oil and clean your gun with high quality silicone oil on receipt of your weapon and before operating it.

High quality silicone oil can be sourced from most large hardware stores in either a spray or droplet form.

#####

Airsoft HQ - Thank You for your order though Bid or Buy.

Your order has been received and is being processed. You will receive an update email from us very soon.

We appreciate your business.

For any queries please contact us on details below.

#####

#####

Airsoft HQ - Payment not received

Hi XXXXXXXX,

Thank you for your interest in Airsoft HQ.

We noticed that you placed an order on [www.Airsoft-HQ.co.za](http://www.Airsoft-HQ.co.za)

Order no. XXXXXXXXXX

However we have not received your payment of Rxxxxxxx.

Please advise as to whether you still want this order. We will delete the order if payment is not received with 2 days.

#####

Credit Card Payment did not go through

Hi XXXXXXXX,

I have just spoken with our Credit Card Portal and they advise me that your Credit Card payment did not go though. Your browser may have timed out during the payment transfer process, or you did not receive an sms from your bank to enable you to enter a security code into the payment portal.

Also please check that your card is registered for 3D Secure as per attached document. XXXXXX

They suggest that maybe you try a different browser if you are experiencing difficulties.

We will cancel the order on our system to allow you to try again.

Alternatively you can select an EFT option during the payment process if you prefer.

Please advise if we can be of any further assistance.

#####

Airsoft age restrictions.

Hi XXXXXXXXXXXXXXX

You are welcome to at any age, however under the age of 10, you will need to be accompanied by an adult.

Where to play, we have a couple of fields and post games regularly and you can keep an eye on the page, here is the link: [http://airsoft-hq.co.za/shop/index.php/eventsx/war-games/cat.listevents/2018/03/09/-](http://airsoft-hq.co.za/shop/index.php/eventsx/war-games/cat.listevents/2018/03/09/)

That will take you to the games page and you can click on register for the future games as they get put up.

If you don't have a rifle, we hire out M4 rifles at games for R300 inclusive of R150 refundable deposit, 300round magazine and safety goggles. Over and above you will need to pay an entry fee for the whole day of R100.

IF you need more information on the sport you are welcome to visit our Tactical Strategy Combat page: <http://www.airsoft-hq.co.za/tactical-strategy-combat-2.html>

I trust this helps.

#####

Next Airsoft Games

Hi xxx,

Please click on the below link and it will take you to the webpage where the games are loaded up.

<http://www.airsoft-hq.co.za/shop/index.php/eventsx/war-games/cat.listevents/>

2014/06/10/-

In this case you will see the next game is on the xxxxxx at Chernobyl Resort (Avianto in Muldersdrift).

Click on Chernobyl Resort and it will take you to the field details including directions.

Lastly keep an eye on our facebook page

[https://www.facebook.com/AirsoftHQSouthAfrica?fref=ts&ref=br\\_tf](https://www.facebook.com/AirsoftHQSouthAfrica?fref=ts&ref=br_tf)

Like the page and get the updates as they come for not only games but also Specials and New Stock Announcements.

I hope this helps.

#####

info@airsoft-hq.co.za

Airsoft HQ - Return of goods

Hi xxxxxxxx,

I do apologise for your experience and we are committed to rectifying this situation for you. All of our stock that is sold are run through a strict quality check being dispatched and your item was no exception.

We need to arrange pick up from you of the faulty xxxxxxx. What we need for you to do is:

- 1) to wrap up the item package securely as you received it.
- 2) Please ensure all parts and manuals and documentation are repacked into the box as you received it.
- 3) We need an address from which it can be picked up as well as a contact person and details.
- 4) Please provide times as to when the package will be available for pick up with a few options over the next few days. Please note Skynet do not pick up over weekends or public holidays.

As soon as we have received it the technician will assess your concerns and we will advise as to how we can resolve this problem.

We hope you will bear with us as we strive to resolve your problem.

#####

margot@moversandshakers.co.za

Corporate Branding Layout requires approval for item xxxxxxx

Hi xxxxxx,

Please find the attached layout for your approval for the item xxxxx.

Kindly check that all details on the layout are correct including print method, thread/pantone colour/s (if applicable), position, sizing, item codes and item colour/s. Also pay special attention to any warnings.

If you are happy to proceed, you can approve the attached by forwarding the layout back and signing all pages as "APPROVED". Please do keep the subject line intact when replying.

Should you wish to make any changes to the layout, please reply with the details of thereof and we will issue a new layout for final proofing before production. Amendments made to the layout may result in delay in delivery date.

#####

New Dealer Price list

Hi xxxxxxxxxxx,

We have some bad news and lots of good news.

Firstly the bad news. Due to the Rand - Dollar we have been forced to increase prices.

However, now the good news, we have structured our Dealer pricing and Recommended Retail pricing to give dealers more margin, around 20% and above.

Please find attached our dealer price list and take note of the terms and conditions.

The other good news is that we have 9 new brands arriving over the next month. Although there will be limited quantities initially as we quality check the items and select those which are best value for money.

We look forward to dealing with you and supporting your business.

#####

**Airsoft HQ banking details**

Banking Details for EFT are:

**Recipient Name: Airsoft HQ Pty Ltd**

**Account Number: 62469305736**

**Bank: FNB (First National Bank)**

**Branch: Clearwater**

**Account Type: Current / Cheque Account**

**Bank Code: 251141**

#####

**Airsoft HQ - Website Purchasing**

Hi XXXXXXXXXXXX,

Please can you order through the website where it will give you the options of EFT, cash deposit or Credit Card payment.

We cannot reserve the stock that is appearing on our website should someone else come along and buy it whilst you are still making payment and it can lead to complications and someone being disappointed.

On the website you will be able to see all associated costs including delivery charges before you commit to payment.

The only other way would be for you to come into the showroom in Little Falls and pay and take the goods at immediately.

We apologise for any inconvenience,

#####

Your online game registration has been received

Great stuff.

We look forward to seeing you.

You qualify for 20% discount on game entry which will now be R80 for the day due to registering online by name. Please note only the named person will receive this discount regardless of how many people was stated as attending. Your friends will need to register their own entry.

Be sure to download maps of the field to help you with planning on game day.

#####

Getting started in Airsoft

Hi XXXXXXXX,

Thanks for your interest in Airsoft HQ.

One way to get started in Airsoft is to come through to one of our games that we post in the West Ran area. Here you can rent a gun for the day, meet some of the players and gain a much better perspective of the scope and realism of Airsoft as a sport.

All the details are posted on our website at [http://www.airsoft-hq.co.za/shop/index.php/eventsx/war-games/cat.listevents/2014/06/10/-](http://www.airsoft-hq.co.za/shop/index.php/eventsx/war-games/cat.listevents/2014/06/10/)

You should also like our Facebook page "Airsoft HQ South Africa" where we post up all our game details, new products, specials and other information.

You can also come through to our showroom and we can show you guns for sale. You will need to make an appointment so we can ensure an experienced person is available to help you. You can call our offices at the details below.

If there is anything else you need to know please feel free to email us or call us.

Good luck with your exciting airsoft adventure.

#####

**Electric Scooters and motorbikes for wholesale export to South Africa**

电动滑板车和摩托车批发出口到南非

**I am a small business owner based in Johannesburg, South Africa.**

我是一个小企业主总部设在约翰内斯堡，南非。

**I am mostly interested in the electric scooters and motorbikes.**

我主要是对感兴趣的电动滑板车和摩托车。

**Please provide me with a full catalog of products including prices.**

请向我提供完整的目录的产品，包括价格。

**I will also require specifications on these vehicles i.e. top speed; range on full charge; how long to charge etc..**

即还需要对这些车辆的规格最高速度;范围全面负责;要收取等多久.....

**Also advise if possible if these vehicles are suitable for the South African electrical system and plugs.**

也建议如果可能的话这些车辆是否适合南非电气系统和插头。

**Please advise what is the recommend stock holding of spares for repairs and maintenance and are there recommended service periods on these vehicles.**

请告知什么是推荐股票持有的备件维修和有没有建议对这些车辆的服务期。

**Indicate whether your vehicles are all sold in Europe and that you can provide me with a ECE or EEC certificate which is a whole vehicle type approval from Europe. Please supply these certificates to me.**

指示是否你车销欧美，你能给我提供欧洲经委会或欧洲经济共同体的证书是从欧洲整车型式认证。请提供给我这些证书。

**Please also advise if you can assist with procedures to get roadworthy certification and Standards Certification in our country. Possibly sample units may be required for government testing to achieve this.**

也请告知，如果你也可以协助程序在我国获得行驶认证和标准认证。可能样本单位可能需要政府测试来实现这一目标。



Initial orders would be small to test the market.

初始订单将小测试市场。

#####

### Airsoft HQ Batteries and Chargers

You have 2 choices of smart chargers that we supply:

<http://www.airsoft-hq.co.za/shop/index.php/airstore/airsoftaccessories/batteriesgas/product/979-c6-charger>

or

<http://www.airsoft-hq.co.za/shop/index.php/air-store/product/cid-982>

Although these chargers are ready to charge your batteries off a car battery at a game, we also recommend:

<http://www.airsoft-hq.co.za/shop/index.php/air-store/product/cid-987> so you can plug into your wall socket at home

And a dedicated tamiya charging cable to put less wear and tear on your connectors.

<http://www.airsoft-hq.co.za/shop/index.php/air-store/product/cid-3470271>

#####

### Airsoft International Shipments

Hi xxxxxxx,

We can ship to anywhere in the world.

We can quote you on EMS or Courier according to your wishes. If you can give us an indication of your order we would be able to get a quote when we can establish what the weight and dimensions of your shipment would be.

Insurance is compulsory on shipments.

#####

### Items for Next Order

Hi xxxxxxxx,

We are not sure when the next order on King Arms is going to be, so it could be some time.

We have made a note of your request for a KA-PA-18 and when we are about to place the next order we will contact you with price and see if you still want it.

#####

Shipping Quote Please - Hong Kong

ellenm@jhb.intersped.co.za; johnvz@jhb.intersped.co.za; kayla@inter-sped.net;

Rene@skylinegroup.co.za; Leigh@skylinegroup.co.za; audrey@skylinegroup.co.za; annemarie@skylinegroup.co.za

cnel@orld-logistics.co.za; tngwenya@bwlog.com, Odendaal, Lezelle [Lezelle.Odendaal@Cevalogistics.com]; Potgieter, Louise; [DL]-BAMECA-ZA Estimates; Smit, Quinton

Hi, Please quote me on the attached shipment.

Shipment is expected to be ready for collection on 1 June 2018

Use the following information:

Invoice attached.

Weight: 230kg

Volumetrics: 279.5kg

Packages: 10

Value: R4692.20

Commodity: Toy guns and accessories

Use exchange rate: \$1 = ZAR15.5531

Shipping Method: Airfreight and Seafreight - Please provide estimate ETA's

Terms: I will arrange it FOB to your agent, please advise address.

Please confirm on cover email the airline and whether flights are direct.

Please include VAT and Customs costs.

All Permits are available on request.

Main Tariff headings are:

930629008 - Air Gun Pellets

930599103 - Parts of Spring, Air or Gas guns and pistols

930400209 - Other Spring, Air or gas guns or pistols

930630900 - Other Ammunition and Projectiles.

Our Customs code is: 20623195

Pick up Address: wtysdfbsdhetye

Delivery Address: 760 Waterval Str., Little Falls, 1724

#####

**Airsoft HQ Special Orders**

xxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxx

Above is estimate and is subject to there can be slight variances due to exchange rate, shipping and customs stops.

We will however commit to 2 things:

- 1) We will pass on any cost savings that we can achieve.
- 2) We will not vary the final amount more than 20% of the current price even if the cost increase should be more than that.

With regard to Estimated time of delivery on these goods obviously nothing can be guaranteed, however the manufacturer takes up to 3-4 weeks if they have to manufacture. Delivery to us can take between 1 week to 6 weeks depending on Airfreight and seafreight as well as seasonal delays.

A 50% deposit will be required for us to place the order.

#####

**Camo Clothing Wait List request**

These uniforms are on special order. Although we have a limited stock of all the sizes on hand at our showroom, the intention is that you would then order the size that fits you in whatever camouflage design you choose. We do also have a size measurement chart on the item page if you are not able to come in and try the kit on.

We expect that delivery would take between 2 to 4 weeks.

A 50% deposit is required to place the order.

Please advise your invoice details and delivery address for us to send you an estimate on which you pay deposit.

We look forward to serving you.

#####

<div class="g-recaptcha-inner">

<div class="g-recaptcha" data-size="compact" data-sitekey="6LfYcx0TAAAAAJXvFY-Lp39YJdJZeJeEdCd4WP\_5">

</div>

</div>

#####

RedWolf order Estimate.

Hi XXXXXXx

Here is your estimate for your requested WolfRaid order.

[spreadsheet [Column G to U](7 to 21)

Your Total 75% deposit including VAT is R XXXXX.XX

PLEASE CHECK ALL PART NUMBERS AND DETAILS CAREFULLY. THIS IS YOUR RESPONSIBILITY.

\*\* Please Note: XXXXXXXXXXXXXXXX is subject to advise on availability.

Sale items are subject to sale still being valid at time of deposit payment.

Please advise if we can send you an invoice in order for you to make a 75% deposit payment in order to secure your order. No order will be placed before your payment is cleared in our account.

Once goods have arrived and all shipping, customs and stoppage costs have been calculated your final invoice will be sent. **Please Note:** Landed prices can vary from quoted prices for various reasons including volatility of the rand, however we commit that if any saving can be achieved it will be passed on to you and we will restrict any price variance to not more than 20% of the quoted price even if the cost increase should be more than that.

[All of Airsoft HQ standard terms and conditions apply.](#)

You are purchasing from RedWolf Airsoft and not from Airsoft HQ. Airsoft HQ are merely agents operating on your behalf.

Estimated delivery times are only estimates and these are subject to change as are all things in life. Any indication of delivery date given in any way by Airsoft HQ or its employees are to be considered ONLY estimates.

The above estimate does not include local shipping to you in South Africa.

Dollar price is calculated just before shipping.

Thank you for your business

#####

RedWolf (DEPOSIT INVOICE)

Dear Kevin Fat:

Your invoice-1751 for R2,145.15 is attached.

This is for your requested RedWolf order.

Please make this 75% deposit payment in order to secure your order. No order will be placed before your payment is cleared in our account.

Once goods have arrived and all shipping, customs and stoppage costs have been calculated your final invoice will be sent. Please Note: Landed prices can vary from quoted prices for various reasons including volatility of the rand, however we commit that if any saving can be achieved it will be passed on to you and we will restrict any price variance to not more than 20% of the quoted price even if the cost increase should be more than that.

All of Airsoft HQ standard terms and conditions apply.

You are purchasing from RedWolf Airsoft and not from Airsoft HQ. Airsoft HQ are merely agents operating on your behalf.

Estimated delivery times are only estimates and these are subject to change as are all things in life. Any indication of delivery date given in any way by Airsoft HQ or its employees are to be considered ONLY estimates.

Dollar price is calculated just before shipping. This invoice does not include domestic shipping to you.

Thank you for your business

#####

RedWolf (Balance INVOICE)

Dear XXXXXX

Your RedWolf order has arrived safely.

Now that goods have arrived and all shipping, customs and stoppage costs have been calculated your final invoice can be sent. Landed prices can vary from quoted prices for various reasons including volatility of the rand, however we did commit that if any saving can be achieved it will be passed on to you.

Your balance due is RXXXXXX including shipping which has resulted in a saving of RXXXXXX from the expected balance due.

Your invoice-1751 for Rxxxx is attached.

**Please Note:** We have included landside shipping on this invoice. Please advise if you would prefer to collect it personally. You also have an opportunity to add any other items to your purchase in order to save on courier costs but this may alter the courier cost depending on weight.

Thank you for your business

#####

Redirect to WolfRaid order

Hi XXXXXXX,

I think your best bet would be to look at our partner store RedWolf as we have a group buy order coming up.

Go to:

<http://www.airsoft-hq.co.za/shop/eventsx/redwolf>

Once you have selected what you want on the RedWolf link, fill it in on the form and we will revert to you with an estimate for your order.

All details regarding this service are on the page.

#####

Only 3 days to finalise your WolfRaid order

Hi There,

We noticed that you have requested a quote for items on our next RedWolf Group Buy and yet you have not finalised with a deposit.

Please note there are only days left to join this order.

Let us know if you need any help in finishing your purchase or require a deposit invoice.

#####

Getting Started in Airsoft

Good Morning XXXXXX,

You have come to the right place.

Follow the link <http://airsoft-hq.co.za/> to our homepage. There is a video of "What is Airsoft?", watch it and we can then have an in-depth chat regarding the how to get him off the ground.

Alternatively if you have a moment, visit the store and we will be happy to have a chat with you and show you the different options for your starter kit.

You are additionally welcome to call at any point and we will be happy to assist further

#####

Airsoft HQ - Waitlist Product Discontinued or alternative

Hi XXXXXXXX,

You have put your name down for the following product on our waitlist.

<http://www.airsoft-hq.co.za/shop/index.php/magazines/product/348-pull-string-magazine-for-m16-series-400rds-black-pullmag-blk>

However this product is either not available in the near future or has been discontinued.

Can we recommend the following in stock products to you.

<http://www.airsoft-hq.co.za/shop/index.php/magazines/product/348-pull-string-magazine-for-m16-series-400rds-black-pullmag-blk>

This listing has now been deleted off the waitlist.

#####

Airsoft HQ - Coupon Code Generated

Hi XXXXXXXXXXXXXXXX,

The coupon code for RXXX has been created. This can be entered into our shopping cart before paying.

The Code is [SURNAME][AMOUNT]

Please treat this code as cash and do not let it get into the wrong hands as it can only be used once.

We thank you for your understanding.

#####