



Work with Me CC  
Reg. No: 2001/038517/23

PO Box 9790  
Edleen  
1625  
Tel: 011 966-8000 Tel: 0861 TALK TO  
Fax: 086 565-0397  
www.workwithme.co.za E-mail: david@workwithme.co.za

## REGISTRATION FORM

PLEASE COMPLETE THIS REGISTRATION FORM AND FAX BACK TO: 086 565-0397.

This information is loaded into our computer system enabling our agents to answer calls in your company name.  
WORK WITH ME WILL HANDLE THIS INFORMATION AS CONFIDENTIAL.

### A. Name of your business

**1) Full name of your business (entity responsible for the account)**

**2) Your business registration number**

**3) Your VAT registration number**

### B. Your address and contact details

**1) Registered address of your business (domicilium address)**

Contact person:	
Telephone number (office hours):	
Mobile number:	
Fax number:	
E-mail address:	

**2) Your postal address**

Code:

### C. Bank Details

**1) Your banking details for debit order authorization. Leave blank if your are planning to pay via manual EFT.**

Bank Name		Bank Account No.	
Branch Name / Code		Account Type (Cheque, Transmission or Savings)	
Account Holder	<i>(If Business)</i> Business Name		
<i>(If Person)</i> Title		Initials	Surname

**D. Service Detail**

1) Do you require a Smart Access MaxiCall number?

YES

NO

The Smart Access MaxiCall number is randomly generated: 0861 XXX XXX

An additional fee of R350pm will be added to your monthly bill for the use of this number.

The Smart Access MaxiCall number will be yours to use exclusively during the period of this contract but remains the property of Work With Me on termination of this contract.

2) Which call answering service is best suited for your business? Please indicate.

X

**Answer 100****Includes –****Most cost effective package if you receive less than 120 calls per month.**

Dedicated number

100 Calls answered

100 Notifications via sms, email or both

30 Minutes transferred time.

**Monthly fee, Including VAT – R550.** Excluding itemised billing if bundle is exceeded.**Answer 200****Includes –****Most cost effective package if you receive between 120 and 210 calls per month.**

Dedicated number

200 Calls answered

200 Notifications via sms, email or both

70 Minutes transferred time.

**Monthly fee, Including VAT – R935.** Excluding itemised billing if bundle is exceeded.**Answer 400****Includes –****Most cost effective package if you receive between 210 and 450 calls per month.**

Dedicated number

400 Calls answered

400 Notifications via sms, email or both

180 Minutes transferred time.

**Monthly fee, Including VAT – R1 595.** Excluding itemised billing if bundle is exceeded.**Answer 1000****Includes –****Most cost effective package if you receive more than 450 calls per month.**

Dedicated number

1000 Calls answered

1000 Notifications via sms, email or both

450 Minutes transferred time.

**Monthly fee, Including VAT – R2 805.** Excluding itemised billing if bundle is exceeded.**Registration fees:**

Packages do not include once off registration fee of R300.

You will receive an invoice on registration for the remainder of the month as well as a once off registration fee of R300. Your account will activate on payment of the first invoice.

Invoices are sent on a monthly basis on or around the 26<sup>th</sup> of each month.

You may change packages to accommodate your needs.

**Itemised billing:** Once you have exceeded your **Package Bundle**

- Calls Answered - R10 per call.
- Calls Transfers - 7 cents per second.
- SMS's - R0.65 per SMS
- Emails - R0.40 per email
- Faxes - R1.20 per fax

3) Your company name our agents will use when answering your calls:

**4) Staff Contact Details. Calls are either transferred, or messages are taken and sent to the following:**

We can load several members into the system, if for example you have several divisions (accounts, sales, etc).

**Employee 1**

NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_ CELL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Instructions: Do we transfer the call to this contact, send an sms or email, or any combination.

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**Employee 2**

NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_ CELL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Instructions: Do we transfer the call to this contact, send an sms or email, or any combination.

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**Employee 3**

NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_ CELL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Instructions: Do we transfer the call to this contact, send an sms or email, or any combination.

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**Employee 4**

NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_ CELL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Instructions: Do we transfer the call to this contact, send an sms or email, or any combination.

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**5) Brief description of your company. Or any other notes:**


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**6) Do you require a FREE fax to email number?**  YES  NO

**7) Do you require a FREE email address? Your email will end in @workwithme.co.za**  YES  NO

What name would you like for your email address:

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_

Work with me Office Hours: Monday to Friday – 8 am to 5pm. Any calls received after Hours will be answered by an auto attendant. Callers can leave messages which we will forward to you the next working day.

**E. CONDITIONS**

I/we hereby understand and accept the terms and conditions as stated below in term of this Agreement between myself/us and Work With Me. I/we also hereby request and authorise you to draw against my/our account, as stated above, (or any other bank or branch to which I/we may transfer my/our account) the sum of R \_\_\_\_\_ (\_\_\_\_\_) or any variable amount pertaining to this agreement, or any renewal thereof, on the first working day of each month. This being the amount necessary for the settlement of the monthly payment due to you in respect of our purchases/contract/agreement dated \_\_\_/\_\_\_/\_\_\_\_. All such withdrawals from my/our account by you shall be treated as though they had been signed by me/us personally. I/we the undersigned "instruct" and authorise your agent Netcash (Pty) Ltd, to draw against my/our account. I/we understand that if bank details have been supplied the withdrawals authorised here will be processed by BankServ. I/we also understand that details of each withdrawal will be printed on my/our monthly statement. I/we agree to pay any banking charges relating to this debit order instruction. This authority may be cancelled by means of giving you 30 (thirty) days notice in writing, but I/we understand that I/we shall not be entitled to any refund of amounts, which you have withdrawn whilst this authority was in force if such amounts were legally owing to you. I/we shall give written notice of any changes in my/our banking details within 7 (seven) days after such change.

Assignment:

I/We acknowledge that the party hereby authorised to effect the drawing(s) against my/our account may not cede or assign any of its rights and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorised party.

Work With Me reserves the right to change the configuration, product structure, cost or any other components on all services rendered from time to time and will give 14 (fourteen) days written notice of such changes. Every notice or other communication required or permitted hereunder shall be sufficiently given or transmitted. Work With Me undertakes to treat, protect, and safeguard as proprietary and confidential all confidential information disclosed to it under this agreement, not to use, either directly or indirectly, except with the client's specific prior written authorisation, any of the confidential information other than for the purpose for which it has been disclosed in connection with the performance of the services, and not to disclose the confidential information to any third parties. I/we hereby understand that the services rendered will be subject to Work With Me's terms and conditions as amended from time to time. A copy of these terms and conditions is available at Work With Me's office or on the website: [www.workwithme.co.za](http://www.workwithme.co.za). I/we acknowledge this agreement will automatically be renewed on a month to month basis. A 1 (one) month written notice is required to terminate this agreement. I/we indemnify Work With Me against any damage, loss, claims or cost that may result from power failures, internet connections failures, mobile services and network failures or call center equipment failures. Should I/we fail to pay my/our account I/we shall be liable for any collecting, tracing and/or legal fees. I/we hereby confirm that the above mentioned physical address shall be the place where the client will accept the services of notice. An administration fee of R80 shall be levied on all non-payments via Debit Order. Should I/we fail to pay my/our account, Work With Me™ reserves the right to terminate this agreement without notification. Interest is payable on all arrear payments at 2% per month.

\_\_\_\_\_  
Signature

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.