



Tel: +27 31 312 3977
Fax: +27 31 312 3979
Cell: 083 284 1569
E-Mail: david@grab-it.co.za
peter@grab-it.co.za
Web: www.grab-it.co.za

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Dear Valued Client of GRAB IT,

Cheque Payments / Cheque Deposits into our account and Collection of Payment.

We thank you for your continued support and we look forward to servicing you during the course of the coming year. We, the Management of GRAB IT are constantly implementing procedures to best service our clients and improve our service deliverance to you, our valued client.

Cheque Payments / Cheque Deposits into our Account:

- * We will unfortunately no longer be able to accept company or personal cheques as a preferred method of payment for work done as cheques take 10 days to clear with the bank and all our suppliers are COD.
- * EFT into our account is the preferred method of payment receipt, with cash deposits taking second priority.
- * However, should your company not deal with either EFT or Cash and a Cheque is the only possible method of payment for you or your company, we will need to insist that you request a special clearance when depositing the cheque into our account. A special clearance takes 3-4 working days to clear.
- * The special clearance fee of R80 (please double check with your bank for their fees) will need to be for your account and therefore, please add this amount to your cheque when making the deposit.
- * Alternatively, our suggestion is to make out a cash cheque, have the cheque cashed at your branch and then deposit the cash into our account.

Collection of Payments from Customers:

- * A number of clients have been requesting us to come and collect cash or cheque as a method of payment for invoices.
- * With the unfortunate rise in fuel costs and due to time efficiency constraints, we are going to be implementing a collection charge of R150. This will need to be settled together with your payment upon collection.

The above policies and procedures will become effective immediately.

We apologise for any inconvenience which this may cause.

Should you have any questions regarding the above, please don't hesitate to contact David on 083 284 1569.

Thank you.
Kind regards
The Management of GRAB IT

GRAB I.T - VAT No: 4800236178
Members: David Louw, Laura-May Louw
Technical Staff: Peter Reid

P. O. Box 1051
Hyper By The Sea
4053