

BSI SL LTD Products and Services Order Form and Receipt

Thank you for choosing BSI for your business meeting today, we hope you will enjoy your stay here.

Customer Profile

Customer Name:	Date:	
Type of Business		
Personal or Company Address:		
Phone Number:		
Customer Details:	Company Reg No.	National ID/ Passport No.

Products and Services

	1/2 a day Rates	Daily Rates	Weekly Rates	Monthly Rates	Qtrly Rates	Semi-Annual Rates	Annual Rates
Type of Office / Facility	USD \$	USD \$	USD \$	USD \$	USD \$	USD \$	USD \$
Conference & Meeting Rooms	250	400	na	na	na	na	na
Double- Office 24 sq meters	110	200	800	2,500	7,000	9,000	15,000
Small-half office-7.5sq metres	50	75	200	800	2,000	3,500	5,500
Hot Desk/work station	25	40	100	250	700	1,200	2,000
Virtual Office				\$100	\$225	\$300	360

Note: All prices are inclusive of Furnished office with, Internet, Ac's and all utilities. Exclusive of GST 15%

Administrative Services & Ancillary Services	Cost/page	Cost / month	Hourly Rate	Daily Rate		
Photo Copying/ printing -BW	USD\$.50					
Printing- Colored	USD\$ 1.25					
Secretarial Work	USD\$ 2.00					

Projector and screen			USD\$10	USD\$75		
Laptop			USD\$10	USD\$75		
Snail mail handling		USD\$ 50				
Snail mail handling plus delivery within a city		USD\$ 80				
Car Rental within Freetown with Driver			USD\$ 75			
Car Rental Freetown and Up Country with Driver			USD\$ 100			

Receipt

Total amount to be paid:				
Cash	Cheque	Account Number	Bank	Branch
Customer Signature:			BSI Signature:	