

TRANSCRIPTION SERVICES

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P.O. Box 6016
Durban 4000
Tel: (031) 3075408
Fax: (031) 3073325

3rd Floor
Vareco House
30 Masonic Grove
Durban 4001

3rd December 1991

Codesa
260 Walker Str
Sunnyside
PRETORIA
0002

ATT MR M SPAARWATER

Dear Sir

Our firm wishes to make our services available for the recording & transcribing of the proceedings of the Multi-Party Conference.

The three main members of our firm:

Mrs P Ngcobo who has 15 years experience in preparing documents for the Supreme and Magistrate's Court and supervises the preparation of documents for the Appellate Division.

Miss S Indurjith has worked for the Industrial Court directly and indirectly for the past 4 years.

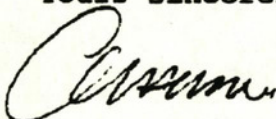
Mrs C Gardner has had her own business for the past 12 years. Since 1983 she has been recording & transcribing proceedings for various courts, arbitrations and private concerns.

As a group we have undertaken recordings and transcriptions for the South African Council of Churches, KwaZulu Industrial Court, South African Industrial Court, arbitrations for various organisations, and Supreme & Magistrate's Courts.

We have Lanier recording equipment and transcribers and will be in a position to provide this service in all major centres of the country.

We would appreciate if this tender of service can be considered by you and upon our advice we will prepare a tender of costs.

Yours Sincerely



TRANSCRIPTION SERVICES

P. NGCOBO S. INDURJITH C. GARDNER

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P.O. Box 6016
Durban 4000
Tel: (031) 3075408
Fax: (031) 3073325

3rd Floor
Vareco House
30 Masonic Grove
Durban 4001

12 December 1991

CODESA
P O Box 307
ISANDO
1600

ATT MR DEON DU PLOOY

Dear Sir

RECORDING & TRANSCRIBING OF THE MULTI-PARTY CONFERENCE - 20th &
21th DEC 1991

With regard to the above matter we are able to provide the recording service and tapes at R500.00 per day. The equipment used will be the Lanier Advocate System which is that used in most Courts.

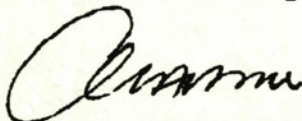
Transcription will be R4.00 per page.

Photocopies will be provided at .30c per page.

Furthermore please find a copy of our original letter sent to Mr Spaarwater giving details of ourselves.

We look forward to your favourable reply.

Yours sincerely.



C V GARDNER (MRS)
TRANSCRIPTION SERVICES