

# Webcafe (Pty) Ltd

Reg.no. 2010/024238/07

VAT number: 4800258719

Tel: 087 654 8810

Email: [info@webcafe.co.za](mailto:info@webcafe.co.za)

677 Velddrift Street

Garsfontein

Pretoria, 0081

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



## IT SERVICES APPLICATION FORM - CHIEF INFORMATION OFFICER (CIO)

DATE

ADMINISTRATOR

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### CLIENT ONBOARD INFORMATION

<b>CONTACT NAME</b>		<b>ADDRESS</b>	
<b>CONTACT TITLE</b>			
<b>PHONE</b>			
<b>EMAIL</b>			

### BUSINESS INFORMATION

<b>COMPANY NAME</b>		<b>ADDRESS</b>	
<b>MAIN BUSINESS TYPE</b>			
<b>PHONE</b>			
<b>WEBSITE</b>			

### ADDITIONAL INFORMATION

<b>NUMBER OF MANAGERS</b>	
<b>NUMBER OF EMPLOYEES</b>	
<b>NUMBER OF STRATEGISTS</b>	
<b>NUMBER OF SERVERS</b>	
<b>NUMBER OF MACHINES</b>	
<b>NUMBER OF PROJECTS WE CAN ASSIST WITH</b>	

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## SOFTWARE LICENSES

	TYPE	NUMBER
<b>LIST TYPE AND NUMBER OF LICENSES</b>		

## EXISTING DOCUMENTS (please tick those applicable & provide more info if needed)

<b>INSURANCE</b>	<input type="checkbox"/>	
<b>CURRENT STRATEGY</b>	<input type="checkbox"/>	
<b>CURRENT PLANNING</b>	<input type="checkbox"/>	
<b>CURRENT ASSET LIST</b>	<input type="checkbox"/>	

## CIO MEETING SCHEDULE (Enter 4 if you need quarterly meetings or 12 if you require monthly meetings with the CIO.)

	IN-PERSON		VIRTUAL (TEAMS)	
<b>CIO CHECK-IN MEETINGS</b>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>PROJECT MEETINGS</b>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>TRAINING MEETINGS</b>	<input type="checkbox"/>		<input type="checkbox"/>	

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### TRAVEL COSTS (to and from client and/or on behalf of client)

Road travel will be for the client's account and calculated according to the latest AA rates South Africa.

Air travel and hotel costs will be for the client's account.

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**NAME**

**SIGNATURE**

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**COMPANY**

**DATE**