ANNEXURE A

REQUIREMENTS ON THE LETTER

LETTER MUST BE ON COMPANY LOGO HEAD

LETTER TO CONFIRM THE SERVICES RENDERED

Name and Surname of Travel Contract Manager: _____

Telephone Number: _____

Travel Contract Manager Email address: _____

This letter serves to confirm that _XXX_____, has satisfactory provided travel services.

Contract Description:

Name of client / organization where contract is being executed/was executed.

Contract period/Duration (indicate start and end dates)

Number of Transactions Processed per annum

List of services Rendered: **Scope of Work (Domestic, Regional International) e.g below example**

- Air travel
- Refunds
- Car rentals
- Transfers/shuttles
- Accommodation
- Parking booking
- Cancellation and change of bookings
- After-hour services
- Conference

Signature:
Position:
Date:

Minimum of one signed letter is required if the letter is compliant to all services as per mandatory requirements requested.