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## **Academic Institution Account Information Form**

NB: Please complete all blocks relevant to your institution/business & write N/A in the blocks not applicable to you								
Full Name of Institution:								
Postal Address:							Code:	
Physical Address:							Code:	
Telephone:					Fax:			
E-mail Address for E-mail Alert:								
Name of Bank:				Account Name:				
Account Number:					Type of Accour			
Branch Code:				Branch Name:				
Names of CEO / Head of	1.						Designation:	1.
Academics/ Head of Campus	2.						Designation:	2.
Person Responsible Account Authorisa					Contac Numbe			
ORDERING SYSTEM – ORDERS PLACED BY:								
Central Office		Contact Name:				Contact Number:		
Campus		Contact Name:				Contact Number:		
College Bookshop		Contact Name:				Contact Number:		
Bookseller		Contact Name:				Contact Number:		
Applicant's Declaration: I, the undersigned, do hereby declare that all the details supplied above are true and correct at the time of signing, and that I am authorised to sign this document on behalf of the above-mentioned institution.								
NAME (PLEASE PRINT): CAPACITY:								
SIGNATURE: DATE:								