

Gentle Passage ITS and Media

EMAIL TO FAX APPLICATION FORM



PO Box 3705
Pretoria
0001

Office 087 805 7286
012 549 2902
Cell 076 122 3033

7 Koekemoer Street
The Orchards x11
Akasia
0182

Fax 086 721 5334

email: gentlepassage@telkomsa.net Websites: www.gentlepa.co.za or www.gentlepassage.co.za
Reg No: 2004/084262/23 Tax No: 9258/797/15/9

APPLICANT TO COMPLETE

Surname _____ Name _____

Title _____ Gender _____ ID No. _____

Residential Address _____

Postal Address _____

Cell No. _____ Office No. _____

Alt No. _____ Fax No. _____

Email Address _____ Province _____

Signature

Date

This is a prepaid service, you must make a deposit into the banking details provided below. Your account will be credited; every time you send a fax you will get a balance left from your account.

Reference Number please put your Name and Surname or Business Name.

Minimum deposit is R100 + 14% VAT = R114.00. Any deposit made will be subjected to VAT at 14%.

Gentle Passage ITS and Media cc

Bank : FNB
Acc Type : BUSINESS CHEQUE ACCOUNT
Acc Holder : GENTLE PASSAGE ITS AND MEDIA
Acc No. : 62140551434
Branch No. : 251445
Branch Name : PRETORIA – CHURCH SQUARE

Email2Fax - How It Works

Send Fax by sending an email as follows:

To : email2fax@gentlepassage.co.za

Subject: { **Account Number** } { **Fax No** }
e.g **12345 0128070072**

Account Number - will be provided by Gentle Passage ITS and Media.

Fax No – where you faxing to.

Body: In the body of email you can type “Attention Mr Jones” etc. Can use it as Fax Cover Page.

Attachment : Attach the file to be faxed (Remember pdf format).

Scan into pdf or convert into pdf.

Converting Documents into pdf – Download FREE pdf writer
(<http://www.cutepdf.com/products/cutepdf/writer.asp>)

Open a document (lets say it is a word doc), click on menu - File then Print then Print, the printer dialog will be displayed,

Choose the printer name from drop down (right on top), the printer name should be CutePdf/PrimoPdf/etc, then click Ok,

Save As dialog will appear, type the name of the file and select the correct directory, then click Save.

A pdf file is now created, go and attached it on the email2fax email and resend your fax.

Contact Bafanas 076 122 3033 if you need further assistance.

Please monitor your fax as follows:

Within 5 minutes, you should receive an email acknowledging receipt of your fax.

Within 20 minutes, you should receive an email alerting whether the fax was successful or not sent.

If the fax was sent successfully, the charge and balance of the account will be displayed.

If fax failed, no charge, see the failure message and resend the fax.

NB: Do not hesitate to contact Bafanas 076 122 3033 for assistance.

Our Rates

Try our rates and compare with your traditional fax line, we are very cheaper.

You send us an Email and we deliver it as a fax, anywhere world-wide at reduced rates.

Sending faxes from your computer will be charged per minute at the following rates:

Description	Charge per minute (ex VAT)
Sending faxes from your E-mail within a 50km radius of Cape Town, Durban, Port Elizabeth, Pretoria and Rosebank-Johannesburg.	R1.60
Sending faxes from your E-mail outside the 50km radius mentioned above but within the boundaries of South Africa and excluding cellular and premium rated numbers.	R2.12
Sending faxes from your E-mail to cellular or premium rated numbers.	R4.8
Sending faxes from your E-mail outside the borders of the country.	As per international call rates.

We charge based on the destination country code and prefix. The minimum charge is one minute, thereafter the charge is calculated per second. There are no fixed fees, and you only pay for the time spend delivering the fax. There is no charge for the retries we perform and you only pay a charge once the fax is successfully delivered. Delivery reports are free. All transactions are strictly pre-paid.