



## NEW AGENCY & UPDATE FORM

<b>Agency Name:</b>	
<b>Address:</b>	<hr/> <hr/> <div style="display: flex; justify-content: space-between;"> <span>City</span> <span>State/Province</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Postal Code</span> <span>Country</span> </div>
<b>Contact Details:</b>	<hr/> Phone: (country code) (area code) (telephone number) <hr/> Fax: (country code) (area code) (telephone number) <hr/> <div style="display: flex; justify-content: space-between;"> <span>Email:</span> <span>Website:</span> </div>
<b>Managing Director</b>	<hr/> Mr. ( ) Ms. ( ) (Name and Title) (email)
<b>Contact Person(s)</b>	<hr/> Mr. ( ) Ms. ( ) (Name and Title) (email)
<b>What do you prefer us to send to you?</b> <div style="display: flex; justify-content: flex-end; margin-left: 20px;"> <input type="checkbox"/> Student Invoice (Gross)  <input type="checkbox"/> Credit Memo for commission  <input type="checkbox"/> Agent Invoice (Net Invoice) </div>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<b>CAPE STUDIES USE ONLY</b>	
The above Agency has a commission of ____%	
Accounting <input type="checkbox"/> _____	Exceptions: _____
Database <input type="checkbox"/> _____	_____
File <input type="checkbox"/> _____	_____

**Thank you for completing this form.**

**Please fax to Cape Studies at +27(0)21 – 439 3130.**

