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Sa.  
TRANSCRIPTION SERVICES  
P.O. Box 6016 3rd Floor  
Durban 4000 Vareco House  
Tek (031) 3075408 30 Masonic Grove  
Fax: (031) 3073325 Durban 4001  
3rd December 1991

Codesa

260 Walker Str

Sunnyside

PRETORIA

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ATT MR \_M SPAARWATER  
Dear Sir

Our firm wishes to make our services available for the recording  
& transcribing of the proceedings of the Multi-Party Conference.

The three main members of our firm:

Mrs P Ngcobo who has 15 years experience in preparing  
documents for the Supreme and Magistrateâ\200\231s Court and  
supervises the preparation of documents for the Appellate  
Division.

Miss Â\$ Indurjith has worked for the Industrial Court directly  
and indirectly for the past 4 years.

Mrs C Gardner has had her own business for the past 12 years.  
Since 1983 she has been recording & transcribing proceedings  
for various courts, arbitrations and private concerns.

As a group we have undertaken recordings and transcriptions for  
the South African Council of Churches, KwaZulu Industrial Court,  
South African Industrial Court, arbitrations for various  
organisations, and Supreme & Magistrateâ\200\231s Courts.

We have Lanier recording equipment and transcribers and will be in  
a position to provide this service in all major centres of the  
country.

We would appreciate if this tender of service can be considered by  
you and upon our advice we will prepare a tender of costs.

Yours Sincerely

TRANSCRIPTION SERVICES

P.NGCOBO S.INDURJITH C. GARDNER

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P O Box 307  
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1600

Dear Sir

FP THE MU! ~PAK

21th DEC 1991

12 December 1991

With regard to the above matter we are able to provide the recording service and tapes at R500.00 per day. The equipment used will be the Lanier Advocate System which is that used in most

Courts.

Transcription will be R4.00 per page.

Photocopies will be provided at .30c per page.

Furthermore please find a copy of our original letter sent to Mr

Spaarwater giving details of ourselves.  
We look forward to your favourable reply.

Yours sincerely.

Ap? rH.

â\202¬ V GARDNER (MRS)  
TRANSCRIPTION SERVICES

P.NGCOBO S.INDURJITH C. GARDNER