

# Olive Convention Centre Enquiry Sheet

Enquiry Date		Taken By		Billing Initials		Posted		MBR	C ____ Ref ____	
<b>INITIAL ENQUIRY</b>	<b>Company</b>					<b>Contact person</b>	Mr / Mrs / Ms			
	<b>Physical Address</b>					<b>E-mail</b>				
	<b>Postal Address</b>					<b>Contact numbers</b> ( )	Tel:			
							Cell:			
				Fax:						
<b>CONTACT AT EVENT:</b>										
<b>EVENT NAME:</b>										
<b>MKT INFO</b>	<b>Source</b>	Advert	Internet	Repeat	Referral	Other source/segment notes & detail:				
	<b>Segment</b>	Private Union	Gov Assoc	PCO Company	Trav. Agent NGO					
<b>TYPE OF EVENT</b>		<b>DATE</b>			<b>VENUE</b>			<b>PAX</b>		
<b>CATERING</b>		<b>AUDIO/VISUAL</b>			<b>SETUP (BANQUET / CLASSROOM / THEATRE)</b>			<b>OTHER</b>		
<b>DO YOU WISH TO RECEIVE NEWSLETTERS &amp; SPECIAL OFFERS</b>							<b>YES</b>		<b>NO</b>	
<b>VALUE</b>	<b>Enq:</b>		<b>Prov:</b>		<b>Conf:</b>		<b>Inv:</b>			
<b>DATE</b>	<b>NOTES/ACTION REQUIRED</b>									
<b>CXD reason &amp; date:</b>										