



## MALL ACTIVATION BOOKING FORM

### PART A: Client Company Info

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Company KRA Pin: \_\_\_\_\_

Activation Start Date: \_\_\_\_\_ Activation End Date: \_\_\_\_\_

### PART B: Client Details

Company: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature and Company Stamp: \_\_\_\_\_

### PART C: Detailed description of the planned activation (Mandatory)

A detailed description on the exact nature of your promotion and the manner in which it will be conducted:

---

---

---

---

Kindly attach the below to this form:

- x Photo or design illustration of the promotion stand to be erected along with measurements
- x Physical sample or photo of any branded material to be distributed
- x Photo of other branded material or staff



## MALL ACTIVATION BOOKING FORM

NB:

- x All bookings must be made at least 7 days before the activation date
- x Full payment shall be settled latest 5 days prior to the activation date. The invoice number must be used as a reference when making a payment/deposit
- x Payments once made are not refundable
- x Reservations shall only be made upon stamped approval as well as full payment by the client
- x Kindly submit this together with the SOP form duly signed

### PART E: For Official Use Only

#### **Cost of Activation**

Location (refer to rate card): \_\_\_\_\_

Unit cost per day excl. VAT (KES): \_\_\_\_\_

Number of days: \_\_\_\_\_

Cost of flyers: \_\_\_\_\_

Total cost incl. VAT (KES): \_\_\_\_\_

#### **Management Details**

Name: \_\_\_\_\_

Designation/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Approved: YES ( ) NO ( )