



KZN Public Works

*Department:
Public Works*

PROVINCE OF KWAZULU-NATAL

..... Office
Private Bag X
.....
Enquiries
Tel: (....)
Fax: (....)
Ref:
Date:

FACSIMILE MESSAGE

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TO : _____

FAX NO : (____) - _____

ATTENTION : _____

SUBJECT: Placing of Advertisement

FROM: DEPARTMENT OF PUBLIC WORKS

NUMBER OF PAGES (Inclusive of this one) : ____

It would be appreciated if you could forward by fax a quotation, and a typed proof of the advertisement for checking.

The advertisement is to be placed on Friday _____(insert date)

DO NOT ADVERTISE UNTIL INSTRUCTED TO DO SO. Authorisation is to be obtained before placing of the advert.

On receipt of your quotation, an official order will be faxed to you.

Kindly mark your reply for attention,

HEAD : PUBLIC WORKS

uMnyango WezemiSebenzi / Departement van Werke