

# PlacesForAfrica.com

*South Africa's Best Holiday Accommodations*

**Dear Client,**

The following details are required from you in order for us to design your online advertisement. These are very important, as they will be your advert for the world to see.

You may either type them within a new Word document (with headings for each section), or within an email.

- **Establishment's Full Name**
- **Establishment's Type**  
(eg. Bed & Breakfast, Guest House, Self Catering, Hotel, Game Lodge, Farm Lodge etc.)  
A combination may be included, but please specify.
- **Establishment's Location** (Include the full street address, town/suburb, and province - NOT postal address)
- **Directions to your Place** (Provide written directions from the nearest main highway to you, and send us a map/diagram if you have one)
- **Contact Details of Establishment** (Telephone number, Fax number, Contact person's full name)  
Please make sure the telephone and fax numbers follow this format: 011-555-5555  
(Dialing codes are important) If you have different Administrative Details, please include those as well.
- **Website address** (If available)
- **Email address** (To which bookings and enquiries will go)
- **Description**  
3 paragraphs. Max 500 words in total.  
It's good to write "inviting" text - something that's original, and will sell your place. Please spell check!
- **List of Facilities** (Listed in point form. Max 18 facilities / points)
- **Your Rates** (RACK rates are required -- "available on requests" are not permitted)
  - » Indicate Low Season, and High Season Rates. (Currency must be in South African Rands)
  - » The dates through which these seasons run.
  - » What methods of payment you accept, such as Cash, Credit Card, Cheque etc.
  - » Whether a deposit is, or is not required.
- **Accreditations** (Star Grading TGCSA, SATSA, GHASA, AA Travel, Portfolio etc.)
- **Any additional information**

Once complete, send all of these details to the following email address:

[subscribe@placesforafrica.com](mailto:subscribe@placesforafrica.com)

**(Continued – Pg 2)**

NOTE: Should you be unable to send these requirements via email, you may also do so via fax:

**Fax: (021) 914-0768**

**Please note that 8 photographs will also be required** (of good quality).

Inside and outside shots are recommended.

Minimum size: 640 x 480px each

These must be sent separate to your application, to the following address:

**photos@placesforafrica.com**

For any assistance, please feel free to contact us on Tel: (021) 914-0765 / Fax: (021) 914-0768,  
or via email at [info@placesforafrica.com](mailto:info@placesforafrica.com)

Kind regards,

**Management - PlacesForAfrica.com**