

Remote Hearing Facilitation

To whom it may concern,

The need to have a remote hearing is now common practice within the legal sector. Meetings are generally convened by the relevant parties but there are times when technology, software licenses or the basic knowhow of how to run a meeting is not within the grasp of the meeting attendees. PSI can create and co-ordinate a meeting on your behalf via Zoom or MS Teams.

PSI Services can assist in the following way:

- We will co-ordinate with all parties and ensure that they have the required systems in place
- We will create the remote hearing and invite all the respective parties via email
- We will start the meeting, ensure all attendees can see and hear each other
- We will be on standby to assist telephonically if there are any issues
- We will close off the meeting and email the recordings to the respective parties

Costs:

A daily rate of R 1,500.00 excl Vat will be charged for the above services.

Hiring Protocols:

- The service is to be booked via email confirmation only and sent to support@psiservices.co.za. A minimum notice period of 5 working days is required to confirm the room.
- The full amount due must be paid upon booking confirmation.
- Cancellations will be refunded based on the time below:
 - More than 5 days before due date – 50%
 - 5 days or less before due date – no refund.

Kind regards



Shane Morrow

CUSTOMER INFORMATION FORM

FULL NAME OF CUSTOMER

CUSTOMER'S TRADING NAME

CUSTOMER'S REGISTRATION NUMBER

CUSTOMER'S VAT NUMBER

CUSTOMER'S PHYSICAL ADDRESS

CUSTOMER'S TELEPHONE NUMBER

CUSTOMER'S EMAIL ADDRESS

MEETING DETAILS:

Date/s Required

Platform to used

Zoom

MS Teams

Email address of all parties involved

