

Quotation for all AIIM Certificate Programmes

A. Specialist/Implementation Specialist Certificate

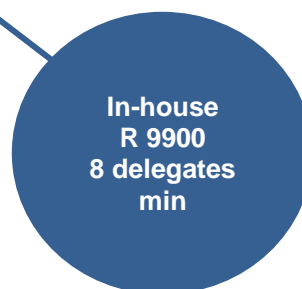
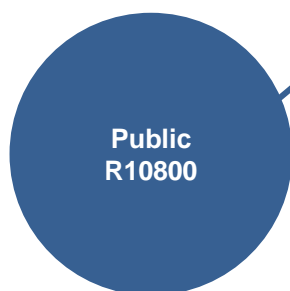
2-day classroom-based training at Datacentrix' S training facility consisting of:

- AIIM-approved training material
- Training will be presented by a certified AIIM Master Instructor
- Six months access to the AIIM website as an Basic Member for further E-learning
- Online examination
- Designation for the programme you enrolled for



6-month E-learning consisting of:

- AIIM-approved training material
- Six months access to the AIIM website as an Basic Member for E-learning
- Online examination
- Designation for the programme you enrolled for

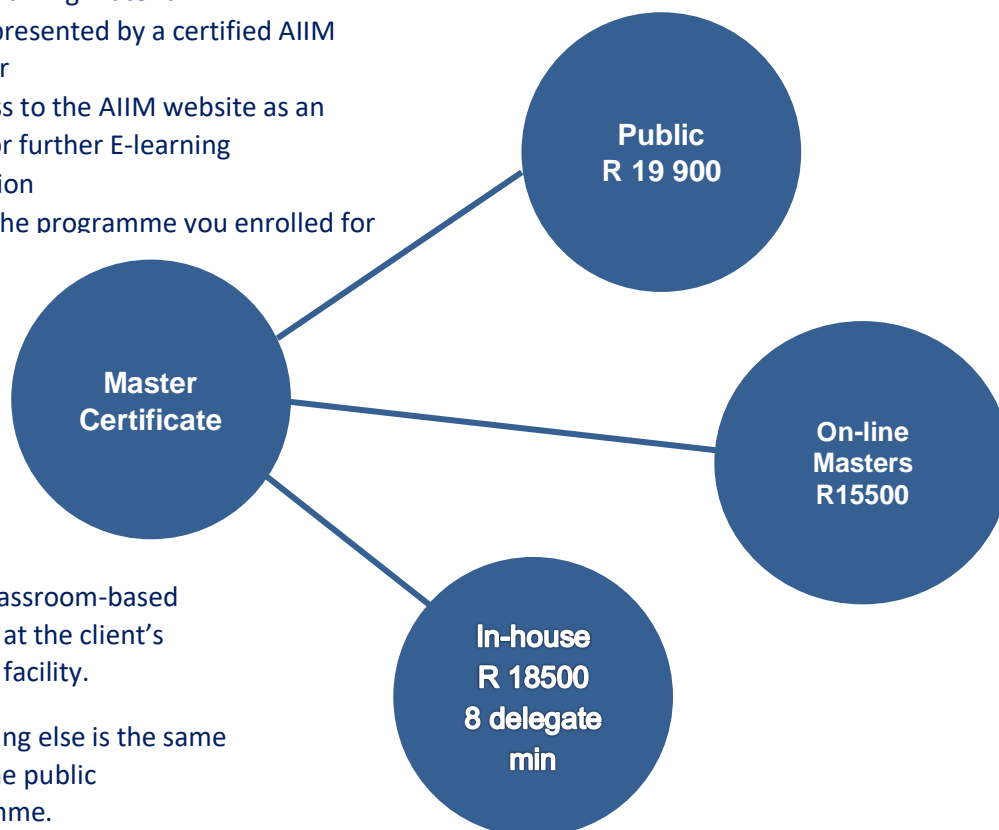


2-day classroom-based training at the client's training facility. Everything else is the same as for the public programme.

B. Masters Certificate

4-day classroom-based training at Datacentrix's training facility consisting of:

- AIIM-approved training material
- Training will be presented by a certified AIIM Master Instructor
- Six months access to the AIIM website as an Basic Member for further E-learning
- Online examination
- Designation for the programme you enrolled for



1. Public Programmes

Public programmes are presented at Datacentrix's Training Centre in Midrand, Johannesburg

- At all Public courses refreshments and lunch will be provided

2. In-house Programmes

In-house programmes are presented at the client's facilities

- a. The client is responsible for arrangement and cost of venue & refreshments for delegates and trainer
 - b. Requirements: projector, screen, flipchart, board markers and at least one breakaway room. Additional: Internet access is preferred.
 - c. Travel & subsistence costs of trainer for clients account (Only applicable if training is presented outside of Johannesburg.)
 - d. The in-house training is based on the assumption that the classes are no larger than 14 delegates. Timelines can be adjusted to meet specific requirements. However, this may influence the quoted amount, as the trainer would be required for a longer period. For an in-house programme, the minimum number of delegates is 8 and the maximum numbers of delegates is 14 per class.
3. On-line Programmes
- a. Online Courses can be registered and paid for with Datacentrix.
 - b. As soon as payment is confirmed, access to the training material is granted.
 - c. You will receive access to the AIIM website for six months.
 - d. Once you have passed the on-line exam you will receive the designation for the program you enrolled for.

Discounts available on programmes:

Early bird discount

One month before start	2.5%
Two months before start	5%

Group discount

Three registrations or more	5%
Eight registrations or more	10%

Important: Discounts only apply on receipt of payment and not with registration.

Please familiarise yourself of the Datacentrix and AIIM Terms and Conditions that are available on the Datacentrix website (www.datacentrix.co.za). These have to be accepted when registering for a course.

Please note:

Should more than the quoted number of delegates be attending the programme, Datacentrix must be notified no less than 7 days in advance. This is to ensure all printed materials are available.

Declaration of Confidentiality:

The information contained in this document and its associated annexes is the property of Datacentrix. In providing this document, Datacentrix assumes that the recipient agrees to it being treated as confidential; in particular it shall not, without Datacentrix's approval, be made available to third parties, be copied, or used, as a whole or in part, for any other purpose than checking the qualification of Datacentrix in relation to provision of the services described herein. This shall also apply to any subsequent phases of the negotiations, and their results.

Please do not hesitate to contact me should you need any further information. We thank you for your valued enquiry and look forward to being of assistance to you.

Please contact Carol Masondo (cmasondo@datacentrix.co.za) or phone Datacentrix on 087 741 5000 for more information.