



FOUNDING.

FOLIO was founded and registered on the 14th of September 2009 as a graphic design business, and later on incorporated as a multimedia design and advertising agency on the 29th of June 2015.

As an agency that also offers supplies, we currently have an **AGENT TRADING LICENSE** with Gaborone City Council and have registered for income tax at **BURS** under the tin number **BW00000257456**. The same Tin number being our company number with **CIPA**. In addition, we are also register with **PPADB** under the following Codes.

1. WORKS

Building Construction Works and Maintenance, Electrical Engineering Works and Maintenance, Civil Engineering Works, Mechanical Engineering Works and Maintenance, Fencing-Buildings, Roads and Others (100% Citizen), Roads -Ancillary Works

2. SERVICES

Broadcasting and Audio Visual Services, ICT Technical Support Services, Media Services, Marketing and Public Relation Services, Printed Matter and Related Equipment, Electrical, Electronic, Mechanical, Fire and ICT Supplies, Transport Equipment & Accessories, General Supplies, General Manufacturers/ Producers, Other Consultancy Services, ICT Consultancy, Media Supplies, Defense Supplies, Fencing-Buildings, Roads and Others (100% Citizen), Ancillary Works, Railway Transport Equipment & Accessories.

OUR CONSULTANCY SERVICES.

As a member of Association of Business Consultant of Botswana (ABCB), we specialize in offering consultation services to both company directors as well as small start-ups & existing companies.

OFFICE:

Unit 216,
Sunshine Center,
Second Floor,
Main Mall,
Gaborone.

TELEPHONE/FAX:

+267 311 7055

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+267 74 772 560

EMAIL:

admin@folio.agency

FOLIO (PTY) LTD

ABOUT US.

FOLIO (PTY) LTD is a 100% Botswana citizen owned company that excels in the delivery of high quality corporate products and services deliverables.

Our vision is to become Botswana's most recognized mark of quality in our line of trade.

Our mission being to be persistent in offering professional and innovative products & services to both our local and international clients.

www.folio.agency

Revised 2024

FOLIO (PTY) LTD
PRICE
GUIDE

74772560 | **3117055**

Website: www.folio.agency | Email: admin@folio.agency

CIPA	Name Reservation (30 Days)	P50.00
	Business / Company Registration	P500.00
	Business Cessation	P200.00
	KYC Bank Documents	P300.00
	Appointment of Secretary	P200.00
	Share Certificate	P100.00
	Transfer of Shares	P100.00
	Change of Director	P150.00
	Bank Account Document	P300.00
	Resolution Letter	P100.00
	Annual Return	P800.00
	Company Restoration	P3,000.00
	Business Restoration	P2,000.00
	Acquisition of Additional Shares	P500.00
	Transfer of Company Ownership	P750.00
	Change of Company Name	P1,500.00

BURS	Registration for Business Income Tax	P200.00
	Registration for Company Income Tax	P250.00
	Registration / Transfer of E-Services	P100.00
	Customs Clearance Application	P750.00
	Compliance Report	P100.00
	Annual Return (Nill Returns)	P500.00
	Tax Clearance Certificate	P150.00
	VAT Registration / De-Registration	P3,000.00
	Account Consultancy & Compliance	P1,500.00

PPRA	Administration (Code Application)	P750.00
	PPRA Certificate Download	P100.00
	Transfer of Company Ownership	P500.00
	Account Update (Address / Ownership)	P300.00
	Account Recovery	P500.00

Others	Consultation	P300.00
	Agent/Supply Commercial Licence	P3,750.00
	Supply/Catering Residential Licence	P1,500.00
	NBFIRA Pawn Shop / Cash Loan Licence	P7,500.00
	YDF Business Plan / Management Plan	P1,500.00
	CEDA/Bank Business Plan	P7,500.00
	EDD Online Application	P800.00
	12 months Financial Projections	P300.00
	Company Financials (B Sheet & PL Acc)	P1,500.00

DESIGN	
LOGO	P500.00
Company Profile	P400.00
Business Card	P100.00
Flyer or Brochure	P300.00
Food Menu	P500.00
Menu / Funeral Programme	P500.00
Letterhead	P300.00
Invoice / Quotation Book	P300.00
X / Pull Up Banner	P300.00
Gazebo & Wall Banner	P500.00
Sign Board	P500.00

TYPE	DETAILS	1 SIDE	2 SIDE
Email	Attachment and Email (Per Mail)	P 5.00	-
Editing	Microsoft Word Edit (Per Page)	P 5.00	-
Typing	Complete Page typing (Per Page)	P 10.00	-

A5	Normal Paper	100 set of Black & White	P 350.00	-	Funeral Programme
		100 set of Colour	P 400.00	-	
	Bond Paper	100 set of Black & White	P 500.00	-	
		100 set of Colour	P 900.00	-	
A4	Normal Paper	100 set of Black & White	P 750.00	-	
		100 set of Colour	P 900.00	-	
	Bond Paper	100 set of Black & White	P 1,000.00	-	
		100 set of Colour	P 1,300.00	-	

A5	Gloss Paper	A4 folded in to A5 (4 Pages)	P 15.00	-	Comp Profile
		A4 folded in to A5 (8 Pages)	P 20.00	-	
A4	Normal Paper	A3 folded in to A4 (4 Pages)	P 20.00	-	
	Gloss Paper	A3 folded in to A4 (4 Pages)	P 25.00	-	
		A3 folded in to A4 (8 Pages)	P 40.00	-	

A4	Normal Paper	B&W (Text)	P 1.00	-	Print Copy Scan
		Colour (Text)	P 5.00	-	
		Colour (Full Image)	P 15.00	-	
A4	Gloss Paper	Colour (Text)	P 8.00	P 15.00	
		Colour (Full Image)	P 20.00	P 30.00	
A3	Normal Paper	B&W (Text)	P 3.00	-	
		Colour (Text)	P 15.00	-	
		Colour (Full Image)	P 30.00	-	
A3	Gloss Paper	Colour (Text)	P 30.00	P 40.00	
		Colour (Full Image)	P 60.00	P 75.00	

A6	Bond Paper	50 Flyers (Minimum)	P 75.00	P 100.00	Flyer
A5		50 Flyers (Minimum)	P 150.00	P 200.00	

DEVELOPMENT AND HOSTING	
Domain Registration / Migration	P300.00
12 Months Web & Mail Hosting	P750.00
Fault Finding (Dynamic Website)	P1,500.00
Single Paged Website (Static)	P1,750.00
5 Paged Website (Static)	P4,750.00
5 Paged Website (Dynamic)	P5,500.00
BULK SMS Unit (160 Characters)	P0.30
BULK SMS Senders ID (per year)	P750.00
Business CRM Development	P7,500.00

STAMPS		Black	Colour
1438 (14mm x 34mm)		P200.00	P350.00
1850 (18mm x 50mm)		P300.00	P450.00
3030 (30mm x 30mm)		P300.00	P450.00
2260 (22mm x 60mm)		P400.00	P550.00
2770 (27mm x 70mm)		P500.00	P650.00
4090 (40mm x 90mm)		P600.00	P750.00

OTHERS	C4 Envelope	P2.50
	Passport Photocopy	P5.00
	Omang / Card Photocopy	P2.00

CARD	100 Business Cards	P 100.00	P 150.00
	100 Laminated Business Cards	P 150.00	P 200.00

A4	Lamination	Card Paper Lamination	P 5.00
		A4 Paper Lamination	P 10.00
	Scan	Scan to USB Per Page	P 2.00
	Binding	Spiral Binding (Unlimited Pages)	P 10.00

A5	50 Copies & 50 Originals	Black & White	P 150.00	-	Invoice Books
		Colour	P 200.00	-	
A5	100 Copies & 100 Originals	Black & White	P 200.00	-	
		Colour	P 250.00	-	
A4	50 Copies & 50 Originals	Black & White	P 250.00	-	
		Colour	P 300.00	-	
A4	100 Copies & 100 Originals	Black & White	P 300.00	-	
		Colour	P 350.00	-	

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