

**Client Details**

Client code:

First Name:

Surname:

Company:

Address:

Town:

County:

Postcode:

Telephone:

Email:

**Advert Booked**

Advert Size:

Rate Agreed per insertion:

Preferred Position:

ALL RATES QUOTED ARE SUBJECT TO VAT

Number of Insertions:

Start Date:

Artwork:

Special Conditions:

*I agree to the booking details, terms and conditions detailed here:*

Signature of Client:

Date of signature:

**PAYMENT TERMS**

Unless otherwise agreed, first payment with booking, then 15 days from invoice, or by standing order each month.

Bank: **Santander Business Banking**  
Sort: **09-01-29**  
a/c: **07084023**

**Abridged Terms and Conditions – please read carefully**

- See our website for full T&Cs
- Direct debit payment due 1st of the month of the advert appearing
- Invoice issued 1st of month of publication.
- Cancellations require 30 days notice in writing
- Term bookings that are altered or cancelled will attract the price that would have been charged for the new term and an invoice raised for the difference (except those with special conditions).
- Package cancellations pay the standard rate for actual adverts taken.
- It is your responsibility to carefully proof read your advert.
- Unless pre-agreed, changes to adverts will attract a charge.
- Overdue accounts; may attract interest, fees and charges.
- Discounts offered are for prompt payment and will be cancelled if the account is not paid when due.

**For all advertising enquiries contact Marek on 020 8123 7493**

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