

ORDER FOR AN ADVERTISEMENT TO APPEAR IN THE FOLLOWING PUBLICATION

# Phonebox Magazine

To be issued and distributed by Orchard Press

**Publishers: Orchard Press**

**Unit 2 Stanley Court, Olney, Bucks MK46 5HY**

**Telephone 01234 713298 Fax: 01234 713398**

**Email: ron@olney.co.uk**

I/We authorise you to insert my/our advertisement in the above publication to occupy ..... page space covering a period of ..... issues from the date of publication starting ..... The charge for this advertisement is to be payable in one payment of £....., plus V.A.T., the payment to be made on receipt of an accepted proof for that particular issue. Total cost £ : plus V.A.T.

I/we agree that this order shall be subject to the conditions shown below and acknowledge receipt of a copy of same. all of the following sections marked with this symbol • must be completed.

•Name . . . . .

•Type of Business . . . . .

•Address . . . . .

•Telephone number . . . . .

Email . . . . .

•Postcode: . . . . .

Web: . . . . .

### SPECIAL CONTRACTUAL DETAILS

(If any - see condition 9)

It is agreed that

NO VERBAL CONDITIONS OR PROMISES made at any interviews shall apply: any special conditions or promises MUST be inserted in this section. (See condition 9)

I HAVE READ & AGREED to the conditions show below

• Authorised signature

• MR/MRS/MISS/MS . . . . .

• STATUS/TITLE . . . . .

• Name in block capitals . . . . .

Accepted on behalf of Phonebox Magazine

• . . . . . • Date . . . . .

### ADVERTISEMENT COPY DETAILS (IF ANY)

• PLEASE TICK APPROPRIATE BOX

ADVERT COPY DETAILS GIVEN TO AGENT ( ) ADVERTISER WILL SUPPLY COPY DETAILS WHEN REQUIRED ( )

### CONDITIONS

- Whilst every effort will be made by the Publishers to issue the publication as quickly as possible, no liability will be accepted by the Publishers for DELAYS, neither will delays be accepted as a breach of this contract.
- The advertiser shall have the right to CANCEL UPTO 10 days BEFORE print date of the magazine. Notice must be given in writing by the Advertiser using recorded delivery post. If this right is exercised the Advertiser will be required to pay the Publishers twenty five per cent of the total value of the order as liquidated damages to cover the Publishers' costs, other than the aforesaid, the order is not subject to cancellation by the Advertiser.
- COPY FOR THE ADVERTISEMENT must be supplied within ten days of print date. If not supplied, the Publishers shall be at liberty to insert only the Advertiser's name, address, telephone number and type of business as shown above.
- SPECIFIC POSITIONS cannot be guaranteed, although the Publishers will endeavour (without incurring any obligation) to place the advertisement in the position requested.
- Should this publication be produced in an ONLINE FORMAT, the Publishers reserve the right to insert only the Advertiser's name, address, telephone number and type of business as shown above, free of charge. this is in addition to the advertisement appearing in the printed copy.
- The Publishers at all times reserve the right to DECLINE ANY ORDER without stating the reason for doing so.
- NO MONOPOLY can be given to any advertiser for any trade.
- PAYMENT becomes due immediately for first time advertisers. Regular advertisers may receive a 5% discount if payment is made prior to publication.
- NO AGENT IS AUTHORISED to vary, cancel, or waive the terms or conditions of this contract, and the Publishers will not be responsible for any act, statement, or representation, verbal or otherwise made by any of their agents, and are bound only by the conditions printed hereon, and any endorsement that may be written within the special box provided above.
- IF BLOCK BOOKINGS are paid for in advance a discount up to 10% may be allowed.
- The PUBLISHERS reserve the right to make surcharges for excessive or costly setting, extra proofs, photography work, or unusual production costs.
- The responsibility of COPYRIGHT in the advertisement material supplied to the Publisher, rests with the Advertiser.