

Please tick relevant circles required below:

## Advert Size Required:

1/8 Page

1/4 Page

1/2 Page

Full Page

## Premium Pages (Please check availability before booking):

Back Cover

Inside Front Cover

Inside Back Cover

Centre Page Spread (2 pages)

Double Page Feature

Food Review (Double page)

## Length of Booking - Specify Which Months (ie Feb11 - Apr11):

1 Month

3 Months

6 Months

12 Months

Month(s): \_\_\_\_\_

### Website Banner Advert

*Additional charge of £10 for Production of Website Banner Advert*

3months   
£8

6 months   
£14

12 months   
£20

### Advert Production

Producing Own Advert

(MUST be supplied in electronic format)

Require Advert Creating

(Additional charge)

Additional Details: .....

.....

.....

## Costs

|                        |   |
|------------------------|---|
| Standard Pages         | £ |
| Premium Pages          | £ |
| Advert Production      | £ |
| Leaflets               | £ |
| Website Banner Advert  | £ |
| <b>TOTAL</b>           | £ |
| <b>VAT (20%)</b>       | £ |
| <b>TOTAL (inc VAT)</b> | £ |

## Please Tick Payment Method - Payment MUST be received by deadline prior to advert going to print.

BACS Payment

(Acc: 02815546 Sort Code: 30-18-55)

Standing Order

(For 6 or 12 month bookings)

Cheque

(Payable to: I & A Publishing)

Cash

Business Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contact: \_\_\_\_\_ Fax No: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: www. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# I & A PUBLISHING - TERMS & CONDITIONS

- 1) Copy for your advertisement should be sent before the copy deadline date (*usually 14th of the Month proceeding delivery*). If you have requested that your ad be designed by us, it is your responsibility to ensure that you give us the correct information about your business, i.e. contact details, prices, descriptions etc. and you must proof check your advert by the deadline date.
- 2) Advertisements submitted to us should be in at least one of the following formats: PDF, JPEG, TIFF, MS Publisher or MS Word. In a minimum of 300 DPI, they may be submitted by E-mail to fleur@inandaroundmagazine.co.uk or sent to I & A Publishing on a disk.
- 3) We take no responsibility for the content of your ad. It is your responsibility to ensure that your ad is legal and copyright free. We cannot accept ads which you do not have permission to copy, e.g. from a Yellow Pages advertisement.
- 4) If you wish to use your ad in another publication you will be required to ask the permission of I & A Publishing.
- 5) There is a design fee for professional building of ads and artwork carried out by I & A Publishing on your behalf as per price list.
- 6) We reserve the right to refuse advertisements which may be defamatory or offensive or which promote products that may be considered indecent.
- 7) We can make no guarantees that your ad will be successful; therefore we are unable to offer you a refund if you receive no response. The cost of your ad covers the cost of printing. For the best chance of success, we recommend that you advertise for three or more issues. As the readers become familiar with your advertisement, they are more likely to remember you should they need your product or service at a later date.
- 8) When you book your ad, you are agreeing to pay the current ad price by the due date. The due date is the copy deadline date or the date stated on your invoice. In cases of overdue accounts, we will exercise our statutory rights under the Late Payment of Commercial Debts (Interest) Act 1998. In this respect, interest at the rate of 3 per cent above base rate per 14-day period will be added, compounded in each 14-day period on any outstanding balance from the date of the invoice until the date of receipt of payment in full. Also, please be advised that, in accordance with European Directive 2000/35/EC, a debt recovery fee of £40 will be charged.
- 9) You are required to pay in full unless you have made a special arrangement by Standing Order to pay in separate instalments. For booking advertisements in six or twelve issues, you may choose to pay per quarter or in full.
- 10) Advertisement bookings for 6 or 12 issues may be paid by quarterly standing order. For a Standing Order form, contact I & A Publishing on 01952 603457. If you wish to cancel your Standing Order, you must inform I & A Publishing before the next deadline date. Failure to do so may result in your ad being included in the following edition and you will be sent a separate invoice which you are required to pay in full.
- 11) If you have booked an ad for three issues or more and cease trading during this period, it is your responsibility to contact us to remove your ad. If you have paid in advance, you will receive a refund for the outstanding bookings, less an admin fee of £5.
- 12) If you wish to upgrade your ad to a larger size during your booking period, you will be sent an invoice to cover the increased cost or your Standing Order will be changed accordingly. Should you wish to downgrade your ad to a smaller size; you will receive a refund for any payment already made, less a £5 admin fee.