

The Southampton Directory Ltd

Terms and Conditions

All adverts are accepted by **The Southampton Directory Ltd** on the understanding that they are copyright free. This includes any images, logos, photos, trade logos, clip art or any other content that is used in the advert. It is the advertiser's responsibility to acquire any necessary permissions for the use of any images, logos, photos, trade logos, clip art or any other content that is used in their advert/editorial/article/any other content.

It is the advertiser's responsibility to check the advert and ensure that it is correct at copy approval stage. No responsibility will be taken by **The Southampton Directory Ltd** for any errors subsequently identified (i.e. after copy approval).

Any logos/images/photos supplied should be a minimum of 300dpi. No responsibility can be taken for the print quality of any image/logo/photo supplied at a lower resolution.

Any adverts supplied in JPEG, pdf or any other pre-prepared format will be inserted into a **The Southampton Directory Ltd** publication as supplied and will be assumed not to require copy approval. These files should be supplied at a minimum of 300dpi. No responsibility can be taken for the print quality of any advert supplied at a lower resolution. These files may be re-sized to fit the appropriate space.

Any advert/editorial/article/design which **The Southampton Directory Ltd** has created cannot be used in another publication or advertising medium (e.g. website) without the written approval of **The Southampton Directory Ltd**. A fee will be payable to **The Southampton Directory Ltd** if an advertiser wishes to re-use an advert/editorial/article/design in this way.

The Southampton Directory Ltd reserve the right to refuse/edit advertisements at its discretion.

The Southampton Directory Ltd gives no guarantee of the level of response to adverts/editorial/articles etc.

The Southampton Directory Ltd are unable to offer a refund if no responses are received.

The distribution area of **The Southampton Directory Ltd** may vary at the discretion of the publisher.

Management reserves the right to refuse publication if payment is not received according to the booking's terms and conditions.

Once an advertising package has been confirmed, either by an advertiser signing and returning the order confirmation form or by confirmation by telephone call, e-mail or letter no refunds can be given if the advertiser subsequently decides that they wish to cancel the advertising package.

All Long Term Rate bookings are invoiced in full. Long Term Rate bookings are invoiced every six months with payment required by monthly standing order. The first advert must be paid for at the time of booking. Advertisers who received the Long Terms Rate must pay for their advert by standing order, unless otherwise agreed, and are advised that their advert will be printed in the magazine until such time as they notify **The Southampton Directory Ltd** that they wish to cancel. Standing orders must be set up so that payment is received by **The Southampton Directory Ltd** by the date specified on the order confirmation form i.e. prior to printing. It is the advertiser's responsibility to inform **The Southampton Directory Ltd** if they wish to stop running their advert. Notification of cancellation must be received 30 days prior to the copy deadline date of the forthcoming issue. If the advertiser cancels their standing order without telling **The Southampton Directory Ltd** and the advert is published, the advertiser will be invoiced separately for the advertising cost.

All non-Long Term Rate bookings are invoiced in full and are payable within 21 days of the date of the date stated on the invoice or by the date stated on the order confirmation form, whichever is sooner and in no circumstances shall the advertiser be entitled to make any deduction or withhold payment for any reason at all.

The Southampton Directory Ltd reserves the right to pass any unpaid invoices to Absolute Debt Recovery Ltd and will be subject to a surcharge of 15% per invoice payable to Absolute Debt Recovery Ltd.

Without prejudice to any other rights of **The Southampton Directory Ltd** if the advertiser fails to pay the invoice price by the due date the advertiser shall not be allowed any discount given in that invoice or in any other way agreed and shall pay interest on any overdue amount from the date of which payment was due to the date of actual payment (whether before or after judgment) on a daily basis at a rate of 4% p.a. over the base rate from time to time quoted by National Westminster Bank plc and shall reimburse to **The Southampton Directory Ltd** all costs and expenses (including legal costs) incurred in the collection of any overdue amount. **The Southampton Directory Ltd** reserves the right to pass outstanding invoices to its appointed debt recovery service provider, Absolute Debt Recovery Ltd.

Note: Where the term advert is used this means any advertisement, editorial, article, or any other material (e.g. community content) supplied for publication.

The Southampton Directory Ltd

Tel: 023 8026 6388

Fax: 0871 989 2756

www.thesouthamptondirectory.co.uk
contactus@thesouthamptondirectory.co.uk

**4 Firwood Close
Chandlers Ford
Hampshire SO53 1HN**