

ADVERTISEMENT BOOKING FORM

COMPANY NAME	
BOOKED BY (name)	
INVOICE ADDRESS	
TELEPHONE/MOBILE	
EMAIL ADDRESS	
BOOKING TYPE	LONG OR SHORT
DATE BOOKED	



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, SO53 1HN

ADVERTISEMENTS	SHORT TERM	LONG TERM
Exc Vat	Up to 5 issues	6 issues +
Text Only Listing	n/a	75p a word
1/16th	n/a	£28
1/8th page	Not available	50
1/4 page	100	85
1/2 page	160	135
Full page	295	250
Pages 7-17	Add 10%	Add 10%
Page 2	350	295
Page 3	375	320
Page 5	350	295
Back Cover	450	405
Front cover feature	200	n/a
EXTRA SERVICES		
Leaflet inserts	£35 per 1000	
Residents E-Newsletter Slot 1	£15	n/a
Residents E-Newsletter Slots	£12	£10
Web Advert	£10 p/m	£5 p/m
B2B E-Newsletter Slots	£10	n/a

	Issue	Edition	SIZE BOOKED	£ + VAT
APRIL 2011				
TSD	36	East		
MAY 2011				
TSD	37	West		
JUNE 2011				
TSD	38	East		
JULY 2011				
TSD	39	West		
AUGUST 2011				
TSD	40	East		
SEPTEMBER 2011				
TSD	41	West		
OCTOBER 2011				
TSD	42	East		
NOVEMBER 2011				
TSD	43	West		
DECEMBER 2011				
TSD	44	East		
JANUARY 2012				
TSD	45	West		
FEBRUARY 2012				
TSD	46	East		
MARCH 2012				
TSD	47	West		

ATTENTION: LONG TERM RATE PAYERS : I agree to the Long Term Rate terms and conditions.

- first issue to be paid in advance of first advert going to print - £
- Inclusion in minimum no of issues as agreed :
- **Automatic renewal and inclusion in each subsequent issue thereafter until cancellation.** One month before the artwork deadline is required for cancellation of renewal to be accepted.
- I agree to arrange for payment of this booking to be paid by monthly standing order of £ (inc vat) TO START :

Short term bookings will be invoiced in full with the option of payment by issue but each payment must be made prior to the magazine going to print.

SHORT & LONG TERM BOOKINGS: I ACCEPT THE DETAILS OF THIS BOOKING AND HAVE READ THE TERMS & CONDITIONS:

Signed : _____ Dated: _____

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.

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