



In & About Thetford Ltd.

(Publishers of the About Thetford Magazine)
Your Local, Independent, Community Monthly Magazine (Circulation 12,000 copies)

Registered Office Address

Charles Burrell Centre, Staniforth Road, Thetford, Norfolk IP24 3LH

Mobile 1: 07540463662 (Karen-Emma) • 07742157967 (Terry)

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Advertising Booking Form

Company/Organization Name:

Main Contact Name:

Address:

..... Post Code:

Telephone: Email:

Advert Size		Issues for Insertion				Basis for Repetition	
1/8th	<input type="checkbox"/> Full Page <input type="checkbox"/>	January	<input type="checkbox"/>	July	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Vertical 1/4	<input type="checkbox"/> Inside Front Cover <input type="checkbox"/>	February	<input type="checkbox"/>	August	<input type="checkbox"/>	Bi-monthly	<input type="checkbox"/>
Horizontal 1/4	<input type="checkbox"/> Inside Back Cover <input type="checkbox"/>	March	<input type="checkbox"/>	September	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>
Vertical 1/2	<input type="checkbox"/> Centre Spread <input type="checkbox"/>	April	<input type="checkbox"/>	October	<input type="checkbox"/>	3 x Per Year	<input type="checkbox"/>
Horizontal 1/2	<input type="checkbox"/>	May	<input type="checkbox"/>	November	<input type="checkbox"/>	Starting Month	
		June	<input type="checkbox"/>	December	<input type="checkbox"/>	

Cost of Advert	£
Number of Adverts	
Discount	£
Additional Charges (Artwork/Premium Posting)	£
Total Charge	£
VAT	£
TOTAL + VAT	£

Registered Office: Charles Burrell Centre, Staniforth Road, Thetford, Norfolk, IP24 3LH

Registered in England No. 09239635 • VAT No. 198 9378 23

Directors: Terry Jermy, Ricky Jermy

Method of Payment:

Standing Order		
Invoice		
Cheque		
Cash		

Terms and Conditions

1. Booking of advertising space in the About Thetford magazine will only be confirmed upon receipt of a completed booking form and, where applicable, a company purchase order number supplied by the customer. Registered charities need to supply charity registration number.
2. The copy deadline for all adverts and editorial features is the 15th of the month prior to publication. Copy received after this date cannot be guaranteed to be included in the About Thetford magazine, although every effort will be made to accommodate late requests. In and About Thetford Ltd reserves the right to alter the stated publication date, if necessary. Where artwork for adverts are supplied by the customer, it is the customer's responsibility to ensure that any files supplied are accurate, legal, copyright free and conform to the British Code of Advertising Practice, accurately reflecting the product and or service being advertised. It is the customer's responsibility to ensure all files and copy can be supplied in an accepted format: currently either PDF or JPEG.
3. All artwork created by In and About Thetford or its suppliers on behalf of the customer will be supplied for proofing to the customer prior to copy deadline. It is the responsibility of the customer to ensure that all copy and artwork is proofed and checked thoroughly for any errors before being signed off. Once the artwork has been checked and signed off by the customer, In and About Thetford can take no responsibility for any errors found at a later date and takes no responsibility for loss or damage resulting in an advert being incorrect.
4. In and About Thetford reserves the right to refuse to publish advertising which may be defamatory or offensive, or which promote products that may be considered indecent or illegal. In and About Thetford can make no guarantee that any advertising will be successful and takes no responsibility for results generated from any advertising.
5. The copyright for all artwork for adverts produced by In and About Thetford on behalf of the customer is owned solely by In and About Thetford Ltd. In and About Thetford will provide copies/proofs of the advertisement for approval by the customer prior to publication, but this does not in any way infer ownership or permission of this copy/proof for use by the customer and as such must not be stored, either digitally or physically, by the customer once approval has been given, nor reproduced or redistributed to third parties without permission of In and About Thetford.
6. If the customer wishes to use any material or artwork produced by In and About Thetford in other publications, the customer will be required to ask permission, in writing, to In and About Thetford Ltd. Invoices must be settled in before permission will be given.

Copyright

7. All content of the About Thetford magazine and the website are protected by copyright and are owned entirely by In and About Thetford Ltd. All content or design, either in print or online, may not be reproduced, either whole or part thereof, without first obtaining written permission from In and About Thetford Ltd. Failure to obtain written permission will result in legal action where full costs will be covered by any person or business.
8. Readers of the magazine are reminded that In and About Thetford accepts no liability for loss, damage or difficulties resulting from contracts between them and the customer, nor from errors, omissions or claims made by the customer. Inclusion within the publication does not imply a recommendation.
9. In and About Thetford reserves the right to remove any advertising from customers who are deemed to have brought the magazine into disrepute or which have been requested to be removed by the relevant legal or regulatory authorities without notice and without recourse. Refunds will not be made, and full payment may still be levied on the customer for the period booked.

Payment

10. All invoices raised by In and About Thetford shall detail when payment is required by. Invoices which are overdue for a period in excess of fourteen days from the invoice due date for any services will be subject to credit control procedures. In and About Thetford reserves the right to charge the customer for any external credit control services used in relation to recover the customer's outstanding debt and In and About Thetford also reserves the right to charge compound interest on any debts older than fourteen days from the due date on the invoice. The outstanding account may then be handed to our third party debt recovery agency to recover any outstanding debt and any additional costs arising therewith. The customer will be solely liable for any extra costs arising from the procedures in recovering the outstanding debt. The credit control procedures may or may not include the filing of a County Court Order.

Cancellation

11. Cancellation of advertising space should be made in writing, no later than the 15th of the month prior to the next issue. If advertising space has been booked for multiple issues and a discount rate has been applied when the cancellation occurs, In and About Thetford Ltd reserves the right to apply the one issue booking rate for all advertisements booked. This increased rate will apply and further invoices will be issued to collect the additional costs relating to the one issue booking rate. Failure to cancel within the above mentioned timescale will incur full payment.

Data Protection

12. All customer details are kept strictly confidential and will never be passed to a third-party (unless required to do so under legal or regulatory statute). Contact details of customers (apart from those established in the magazine) will not be provided to third-parties without prior consent. These Terms and Conditions are formed under the laws of England and Wales and any legal claim shall be made in a court via the legal system of England and Wales.

Changes to Terms and Conditions

13. In and About Thetford, at all times, reserves the right to change the Terms and Conditions set out herein this document without prior written notice to any of its customers and any subsequent changes will become applicable immediately. No claims will be entered into which may not have been applicable in previous revisions of this document which are subsequently made provision for. Any claims by any customer will only be acceptable on grounds outside the current revision of this document.

Signed: Print Name: Date:

I understand that by signing this form I am agreeing to the terms and conditions as detailed for booking to advertise with In and About Thetford Ltd.

Please send completed booking forms to:

karen@aboutthetfordmagazine.co.uk

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