

Please tick relevant circles required below:

Advert Size Required:

Classified
 1/4 Page
 1/2 Page
 Full Page

Premium Pages (Please check availability before booking):

Back Cover
 Inside Front Cover
 Inside Back Cover

Page 3/5
 Double Page Feature
 Restaurant Review Feature

Length of Booking - Specify Which Months (ie Mar – Aug):

1 Month
 6 Months
 12 Months
 Month(s): _____

Advert Production

Producing Own Advert
(MUST be supplied in electronic format)

Require Advert Creating
(Additional charge)

Additional Details:.....

Please tick to confirm you have read our terms and conditions

Costs

Standard Pages	£
Premium Pages	£
Advert Production	£
Leaflets	£
Other Charges	£
TOTAL	£
VAT (20%)	£
TOTAL (inc VAT)	£

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

BACS Payment
(Acc: 68349282 Sort Code: 08-92-50)

Standing Order
(For 6 or 12 month bookings)

Cheque
(Payable to: I & A Publishing Ltd)

Cash

Business Name: _____ Phone No: _____

Contact: _____ Fax No: _____

Address: _____

Postcode: _____

E-mail: _____ Website: www. _____

Signature: _____ Date: _____

I & A PUBLISHING LTD - TERMS & CONDITIONS

1. If you book a package you must pay for ALL the months you have committed to in order to receive the discounted rate for that period. Should you cancel during the booking you agreed to, an additional charge will be made depending on how many issues you have had up to that point. If you cancel before 6 months you will be charged for the difference on all adverts received at the one month rate, if you cancel between 6 and 12 months you will be charged for the difference on all adverts received at the 6 month rate.
2. Copy for your advertisement should be sent before the copy deadline date (*usually 14th of the Month preceding 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.
3. Advertisements submitted to us should be in at least one of the following formats: PDF, JPEG, TIFF 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 Ltd on a disk.
4. We take no responsibility for the content of your advert. It is your responsibility to ensure that your advert is legal and copyright free.
5. If you wish to use your advert in another publication you will be required to ask the permission of I & A Publishing Ltd.
6. There is a design fee for professional building of ads and artwork carried out by I & A Publishing Ltd on your behalf as per price list.
7. We reserve the right to refuse advertisements which may be defamatory or offensive or which promote products that may be considered indecent.
8. 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 six 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.
9. 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. Please note that all invoices not settled within our payment terms will be referred to our Debt Recovery Agents, Final Demand Ltd and will be subject to a surcharge of 15% plus VAT in lieu of our recovery charges.
10. You are required to pay in full unless you have made a special arrangement by Direct Debit or Standing Order to pay in instalments. For booking advertisements in six or twelve issues, you may choose to pay monthly or in full for the package.
11. Advertisement bookings for 6 or 12 issues may be paid by monthly direct debit or standing order. For a Standing Order form, contact I & A Publishing Ltd on 01952 603457. If you wish to cancel your Direct Debit or Standing Order, you must inform I & A Publishing Ltd 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 (*see clause 1 for charges when cancelling before the end of your booking*).
12. If you have booked an ad for six 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 £15.
13. 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 and your Standing Order will need to be changed accordingly. Should you wish to downgrade your ad to a smaller size; you must give a months notice.