THE bulletin

# THE booking form

No:

Date:

**Company Name:**

**Company Address:**

**Telephone:**

**Email:**

**Booking:**

Size: No. of columns height (cm)

..... X .....

Position: Front ☐ Inner ☐ Back ☐

Issue Month(s)*: _____

Cost: £ _____

**Artwork:**

Finished artwork to be supplied ☐
The bulletin to produce artwork ☐

Cost: £ .....

**Comments/special instructions:**

**Cost:**

Sub total £ .....

Discount* £ .....

Vat @ 17.5% £ .....

**TOTAL** £ _____

To be paid in full on booking.

Please make cheques payable to **Castle Design & Publications**.

BACS/bank transfer payments to

Invoice No .....

Date Paid .....

Booking authorised by:

PRINT NAME ..... SIGNATURE ..... DATE .....

**Terms and conditions**

1. Subject to conditions set down in item 3, Castle Design and Publications will endeavour to publish adverts in the form and size requested by the customer.
2. Castle Design and Publications has an unconditional right at its sole discretion to refuse to accept any material for publication or distribution without giving any reasons.
3. Castle Design and Publications reserves the right and the customer authorises Castle Design and Publications to modify or vary an advert, publish an advert on a different page or date or not publish an advert.
4. Except where an advert is not published, the exercise of any right under item 3 will not remove or detract from the customer's duty to pay for the publication of the advertisement in question.
5. Verbal bookings must be confirmed using the booking form. No responsibility can be accepted for any error or omission in copy received via the telephone.
6. The customer will indemnify Castle Design and Publications and its employees against all claims, actions, damages, demands, cost and expenses that may arise from the publication of an advert placed by the customer.
7. All advertising must be paid for on booking or by 1st of the month prior to publication of advert if agreed between Castle Design and Publications and the customer.
8. A customer cancelling an advertisement must do so by 1st of the month before publication and will be charged a 20% cancellation fee.

Castle Design and Publications, Grannan, Buittle, Castle Douglas DG7 1NW
01556 600142 info@the-bulletin.co.uk www.the-bulletin.co.uk