



BOOKING FORM 2018

Complete,
scan & email to
jo@impact-now.co.uk
or fax to 01525
382487

Please write in **BLOCK CAPITALS**. *Please note: All prices are subject to VAT where applicable*

DATE OF BOOKING

Day Month Year

ISSUES IN WHICH SPACE IS REQUIRED

<input type="checkbox"/> January 2018	<input type="checkbox"/> June 2018	<input type="checkbox"/> November 2018
<input type="checkbox"/> February 2018	<input type="checkbox"/> July 2018	<input type="checkbox"/> December 2018
<input type="checkbox"/> March 2018	<input type="checkbox"/> August 2018	<input type="checkbox"/> January 2019
<input type="checkbox"/> April 2018	<input type="checkbox"/> September 2018	<input type="checkbox"/> February 2019
<input type="checkbox"/> May 2018	<input type="checkbox"/> October 2018	<input type="checkbox"/> March 2019

STANDARD DISPLAY RATES

Mono	4 Colour
<input type="checkbox"/> £935 – DPS	<input type="checkbox"/> £1075 – DPS
<input type="checkbox"/> £515 - 1 page	<input type="checkbox"/> £656 - 1 page
<input type="checkbox"/> £330 - 1/2 page	<input type="checkbox"/> £395 - 1/2 page
<input type="checkbox"/> £290 – 1/3 page	<input type="checkbox"/> £330 – 1/3 page
<input type="checkbox"/> £215 - 1/4 page	<input type="checkbox"/> £242 - 1/4 page
<input type="checkbox"/> £130 - 1/8 page	<input type="checkbox"/> £145 - 1/8 page

SPECIAL POSITIONS

Add to display rates, subject to availability

Outside back cover: +£230

Inside front cover: +£204

Inside back cover: +£104

Early right hand page: +£100

SERIES DISCOUNTS (must be consecutive)

3 issues: 5% 6 issues: 10% 12 issues: 15%

FUNERAL SERVICES DIRECTORY

Online booking only. Visit: www.impact-now.co.uk/FDM

ARTWORK

Repeat Design service Disc supplied

DropBox Email (files up to 10MB)

Our DropBox facility is available for uploading/downloading large files. Please contact us for details.

ARE YOU EXEMPT FROM VAT? (If yes, tick below)

Yes VAT/CharityNo.

DETAILS of person/organisation to be invoiced

Name _____

Position _____

Company _____

Address _____

_____ Postcode _____

Tel/Mob _____ Fax _____

Email _____

Purchase order number* _____

Total to be invoiced ex VAT (£) _____

Total including VAT (£) _____

I have read and agree to the attached Terms and Conditions and wish to place this order.

Signature _____

*IF YOUR COMPANY USES A PURCHASE ORDER SYSTEM, A PURCHASE ORDER MUST BE RETURNED WITH YOUR COMPLETED BOOKING FORM.

ACCOUNTS CONTACT DETAILS

Email address for accounts payable: _____

Contact name: _____

NAFD Member No. _____ Tel: _____

SPECIAL INSTRUCTIONS

FOR BONA FIDE AGENCIES/CHARITIES (10% discount)

Agency/Charity name and address: _____

TERMS AND CONDITIONS OF CONTRACT FOR ADVERTISERS (PRINTED MEDIA)

Definitions: 'Publisher' is impact! of Media House, 55 Old Road, Leighton Buzzard, Beds. LU7 2RB. 'Client' is the advertiser. 'Artwork' is the electronic documents used for the printing of an advertisement, together with any material that has been utilised in its creation (eg. logos, photographs, text, typesetting, illustrations etc.)

1. **Payment:** Unless otherwise specified the price agreed on the booking form will be for placement of artwork into space within the publication and printing of the artwork in that publication. A separate invoice will be raised for any artwork preparation. Payments (in £ sterling or Euros) may be made by credit card, cheque or electronic bank transfer. In the case of monetary conversions to £ sterling, transaction charges will be borne by Client. In exceptional circumstances, invoices may be issued for payment within 30 days. Interest at current bank rate (pro rata) is payable on overdue accounts.
2. **VAT:** The Publishers reserve the right to charge the amount of any value added tax payable whether or not included in the estimate, booking form or invoice. VAT exempt organisations (eg charities) must indicate this fact on the booking form.
3. **Materials supplied by Client:** Publishers may reject any artwork supplied or specified by the Client which appears to Publishers to be unsuitable. Publishers will take every care to secure the best results, but will not accept responsibility for imperfect work caused by defects in or unsuitability of materials so supplied or specified, or any claims arising from the use of the artwork. A charge may be made to cover remedial work when material is not deemed to be of sufficient quality or has not been supplied to the correct specification.
4. **Acceptance of artwork:** In supplying artwork to Publishers, the client takes responsibility for ensuring that all images and text comply fully within the recommended British Code of Advertising Practice. Client must warrant that the advertisement does not contravene any of the provisions of the Trades Descriptions Act 1968. Client accepts final responsibility for the artwork falling within these guidelines by approving the artwork for publication. Where copy or artwork does not reach the Publishers by the copy date, we reserve the right to repeat the last advertisement of the nearest size. All artwork will be destroyed one month after the issue appears unless written notice to return it is received.
5. **Cancellations:** Cancellations of bookings will be accepted in writing from the Client up to 10 working days before the relevant printing deadline. All cancellations after this date will be subject to a 50 per cent cancellation fee, plus the cost of any artwork preparation made by the agency up to that point.
6. **Illegal matter:** The Publishers will reject any material which they consider may be of an illegal or libellous nature or an infringement of the proprietary or other rights of any third party. The Agency shall be indemnified by the Client in respect of any claims, costs or expenses arising out of any libellous matter or any infringement of copyright, patent, design or of any other proprietary or personal rights contained in any material printed for the Client. The indemnity shall include (without limitation) any amounts paid on a lawyer's advice in settlement of any claim that any matter is libellous or such an infringement.
7. **Proofs:** Client must send a high quality proof of the final artwork when submitting the artwork. Publishers will send a proof of artwork to the client in every instance where such artwork is 'new' (ie. created by the Publisher to be published for the first time) or when it has been modified. Repeat advertisements not requiring any changes will not be proofed unless specially requested. A deadline will be given for client approval of proofs; if Client does not respond within the specified deadline this will be taken by Publishers to mean approval has been given for its publication.
8. **Colour proofs:** Due to differences in equipment, paper, inks and other materials between colour proofing and production runs, a reasonable variation in colour between colour proofs and the completed job will be deemed acceptable by the Client unless otherwise agreed in writing and in advance by the Publisher.
9. **Placement/publishing of artwork:** The Publisher reserves the right to omit or suspend an advertisement at any time without assigning a reason for so doing. In this connection, no claim on the part of Client or its agency for damages or breach of contract shall arise. No guarantee can be given for insertion of an advertisement in any specified position, unless additional premium is paid. The Publisher may opt to not publish a particular issue if advertisement revenue for that issue falls below a profitable threshold; should this happen the Client will be refunded with a sum equal to but not exceeding the amount paid for the advertisement space. The Publisher will not accept liability for any loss or damage cause by an error in the accuracy in the printing of any advertising, or for non-publication of the Client advertising.
10. **Copyright and ownership:** All artwork prepared by the Publisher, including files produced from material supplied by the Client, remains the property of the Publisher until paid for. All original artwork provided by the Client remains the property of the Client and will be returned on request. Should the Client be provided with 'free' artwork by the Publisher (eg as part of a sales negotiation) it does so on the understanding that copyright and ownership remains with the Publisher and that its use will be restricted to only those publications in which the Publisher has an interest.
11. **Liability:** The Publisher shall not be liable for indirect loss or third party claims occasioned by delay in publishing the work, or for any loss to the Client arising from delay in transit, or for non-publication of the relevant issues due to factors outside its control. Where work is defective for any reason, including negligence, the Publishers' liability (if any) shall be limited to rectifying such defect or, if this is not practicable, to a full refund if payment has been made in advance.
12. **Insolvency:** Without prejudice to other remedies, if the Client becomes insolvent (namely, being a company is unable to pay its debts or has a bankruptcy petition against him) the Publisher shall have a right not to proceed further with the contract or any other work for the customer and be entitled to charge for work already carried out (whether completed or not). Any unpaid invoices shall become immediately due for payment.
13. **Force majeure:** The Publisher shall not be under liability if unable to carry out any provision of the contract for any reason beyond their reasonable control, including (without limiting the foregoing) Act of God; legislation; war; fire; flood; drought; inadequacy or unsuitability of any instructions, electronic file or other data or materials supplied by the customer; failure of power supply; terrorist incident; lock-out, strike or other action taken by employees in contemplation or furtherance of a dispute; or owing to any inability to procure materials and third party services required for the performance of the contract. During the continuance of such a contingency the Client may, by written notice to the Publisher, elect to terminate the contract and pay for the work done and materials used, but subject thereto shall otherwise accept delivery when available.
14. **Law:** These conditions and all other express and implied terms of the contract shall be governed and construed in accordance with the laws of England.