



# Advertisement Order Confirmation

AN EMAIL CONFIRMATION GIVING AUTHORISATION TO PROCEED WITH THIS BOOKING IS REQUIRED.

Thank you for your recent booking in the following publication:

Sales Person:

Date:

Publication Code:

## Section 1

### Advertisement Details

Size of space:  DPS  Full Page  Half Page  Quarter Page  Eighth Page  Other (Please add details below)

Orientation:  Portrait  Landscape

Issues (Please tick all that apply and enter issue code per insertion):

Price per insertion:

January

Code:

July

Code:

Number of insertions:

February

Code:

August

Code:

Agency commission:

March

Code:

September

Code:

Total price (excluding VAT):

April

Code:

October

Code:

May

Code:

November

Code:

June

Code:

December

Code:

Special Instructions:

## Section 2a

### Contact Details

Company Name:

Invoicing Company / Agency name & address:

Copy Contact:

Email:

Landline:

Mobile:

Agency Booking  Yes  No

## Section 2b

DETAILS MUST BE COMPLETED BY CLIENT, THEN SAVED AND EMAILED BACK TO THE COMMERCIAL MANAGER

Booking person:

Job title:

Full legal company name:

Purchase order number:

Company Registration Number:

VAT Registration Number:

PLEASE NOTE . BY AGREEING TO THIS ORDER YOU ARE AGREEING TO TRMGs TERMS AND CONDITIONS

Accounts payable contact:

Telephone:

Email:

## Section 3

### Credit Card Payment

Credit Card No:

Switch Issue No:

Valid From

Valid Until

Security No

Please note: Inclusion of your advertisement cannot proceed unless a completed order is returned. TRMG Ltd reserves the right to reject any advertising at its sole discretion. Cancellation must be received in writing 3 weeks prior to copy date or a 50% cancellation charge will be levied. TRMG Ltd will endeavour to ensure delivery dates are met, however TRMG Ltd cannot be held responsible for any delays caused by third party delivery / post companies, delays or strikes. Payment terms: Invoices for less than £50 must be paid in advance; all others must be paid 30 days from date of invoice subject to credit approval. A full copy of TRMGs terms and conditions are available at [www.trmg.co.uk/TERMS\\_AND\\_CONDITIONS.pdf](http://www.trmg.co.uk/TERMS_AND_CONDITIONS.pdf)