



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:

February Code:

August Code:

March Code:

September Code:

April Code:

October Code:

May Code:

November Code:

June Code:

December Code:

Number of insertions:

Agency commission:

Total price (excluding VAT):

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