

Advertising Booking Sheet

COMPANY DETAILS (will be used for invoicing purposes)

Sales Consultant: _____

Company Name: _____

Email Address: _____

Full Name: _____ ID Number: _____

Physical Address: _____ Tel: _____

Postal Address: _____ Company Reg: _____

Vat Reg: _____

Booking Period (X): 1 Month 0 % discount 3 Months 7.5% discount 6 Months 10% discount 12 Months 12.5% discount Print Advertisement Online Advertisement

The Billboard Information Services - Advertising

ALL PRICES ARE PER INSERTION & INCLUDES VAT

NB  **ADVERT/S CATEGORY:** _____

Issue	Year	Size	Price (ex VAT)	Price (incl VAT)	Total price Including VAT + Discount	Code (office use)
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						

DEADLINES: 1st of previous month (eg. 1st March for the April Billboard) - except January issue deadline: TBA
Contracts subject to annual price increase as of the 1st of March each year.

Notes: _____

Terms & Conditions

Payment must be made within 14 days of date of invoice. Interest may be charged by the Publisher on any amount not paid within the agreed term at the maximum permissible rate in terms of the National Credit Act 34 of 2005, as amended. Should legal action be instituted for the collection of any amount owing to Billboard Information Services, all costs including collecting commission and tracing charges will be due and payable by the Advertiser. Advertisers contracted for three, six or twelve months who default on payments will have their discounts reversed for the entire period and be liable for the full amount back-dated to the beginning of the contract. Adverts will not be placed in the publication on defaulting accounts, however the advertiser will still be liable for the outstanding amounts for the entire period of the contract. All artwork is done FREE of charge and remains the property of The Billboard Information Services. Should the artwork be required for another publication, a release fee of R250.00 will be charged for all adverts (except half and full page adverts). Half and full page adverts will be charged at R450.00. Please be advised that a credit check may be done on you.

Advertising Deadlines:

Deadline is on the 1st of each month. (eg. 1st March for the April Billboard) - except January issue deadline TBA. Bookings of adverts must be placed no later than the 1st and all advertising material for artwork to be supplied by the same date every month for the next month's issue. All cancellations need to be in writing.

Clients that are on a continuous/contract basis need to give 30 days written notice should they wish to discontinue advertising in the Billboard Magazine - as per our deadline dates.

Service To Our Readers:

Please note - Should we have numerous complaints against your company stated, Billboard Information Services cc will have no choice but to exclude you from the Billboard Magazine, after conducting a full investigation.

I acknowledge that I have read and understood the T's & C's.

BANKING DETAILS

Account Name: Billboard Information Services cc
Bank: First National Bank
Account number: 6001 9611 272
Branch Code: 204009

Signature: _____
Name: _____
Capacity: _____
Date: _____

The Billboard Information Services

Vat Registration Number: 4930182615 | Company Registration: CK9916731/23

Tel: 021 782 7136 | Fax: 086 719 0885 | Email: sales@billboardmag.co.za | Web: www.thebillboard.co.za