

ADVERTISING ORDER FORM/CONTRACT



Company Particulars

Company name:
Address:
Phone: Fax:
Email:.....

Date:
Order No:

Advertising Details

Advertisement size: QUARTER PAGE HALF PAGE FULL PAGE
 NO. OF ISSUES: MONTHS REQUIRED: INSERT: DISCOUNT -10%

Space Rate \$.....
Other \$.....
Plus GST \$.....
Total \$.....

Special Instructions:
.....
.....
.....

Payment Details

HOW DO YOU WISH TO PAY? Cash Cheque I have paid online on the date:

If you wish to pay online, please credit our account: Westpac Bank 03 0123 0187530 002
1st reference (please write): "Destination Mag", 2nd reference (please write): "Company name"

Material - Art Work

- Client to supply embedded PDF complete with hardcopy
- Client to supply brief with text and images - Designer to complete
- Agency to supply embedded PDF complete with hardcopy

Authorised by: (please print)

Title: Member of Assn: YES/NO (please circle)

Company:

Signature: Email:

Terms and Conditions of Contract

- 1 The Advertising Order when duly signed by the advertiser forms a contract between the Browns Bay Business Association (BBBA) and the advertiser for the supply of the advertisement or advertisements on the following terms and conditions.
- 2 Advertising orders are accepted by BBBA for a maximum period of 12 months from the date of commencement.
- 3 The BBBA reserves the right to refuse or omit publication of any advertisement. Omission or rejection of an advertisement does not invalidate a space order.
- 4 The rate referred to in the Rate Card or Advertising Order is based on the advertiser supplying artwork. The BBBA may charge for any additional work made necessary by error or omission by the advertiser.
- 5 The Advertiser warrants that the Advertising Order has been completed and executed by a person having the authority of the Advertiser, and agrees to pay the price shown unless BBBA is notified within five (5) working days of the date of this order.
- 6 The price shown on this order and any price in any additional invoice for production costs shall be due and payable by the Advertiser not later than the 20th of the month in which the advertisement is published.
- 7 Any Advertiser who cancels their advertisement within 30 days prior to the materials deadline will incur a 25% penalty charge for space booked.
- 8 If BBBA does not receive necessary advertisement particulars or material and the contract has not been cancelled by the Advertiser then BBBA may absolutely at its discretion and without obligation or liability for failure to do so -
 - 8.1 Publish a repeat of any previous advertisement of the Advertiser in a BBBA publication making such amendments, if any, as BBBA considers appropriate or necessary; or
 - 8.2 Publish advertisement prepared from received advertisement particulars; or
 - 8.3 Cancel the advertisement; and
 - 8.4 In each case charge the Advertiser for any costs incurred.
- 9 Unless a preferred position is specified and available, and payment or appropriate loading undertaken the placement of an advertisement shall be at the discretion of BBBA
- 10 BBBA will endeavour to print the publication and the advertisement in accurate and acceptable form to the Advertiser but accepts no responsibility for any errors or omissions in the publication and the advertisement or the consequences thereof.
- 11 Any expense incurred following copy deadline in endeavouring to secure material shall be recoverable from the advertiser or agency.
- 12 If payment of the account is not received by the due date the debtor will be treated as an overdue debtor and BBBA will institute proceedings to recover the debts. It is a condition of sale that the debtor agrees to reimburse the BBBA, all legal and other expenses incurred in recovering the overdue debt. Overdue debts will incur an interest penalty of 10% p.a.