



2012 Little Black Book Booking Form

Billing Name: Billing Contact: Tel No: Fax No:

Address:

Email:

Owner Name: Mobile No: Email:

Advert Name: Category (Shop, Restaurant etc):

Black Book Advertising	Qty	Price		Qty	Price	Notes:
Inside front cover	<input type="text"/>	<input type="text" value="\$895"/>	Center DPS	<input type="text"/>	<input type="text" value="\$795"/>	
Inside front cover bi-fold	<input type="text"/>	<input type="text" value="\$950"/>	Section DPS	<input type="text"/>	<input type="text" value="\$650"/>	
Inside front cover tri-fold	<input type="text"/>	<input type="text" value="\$1,250"/>	Full page	<input type="text"/>	<input type="text" value="\$395"/>	
Inside Back cover	<input type="text"/>	<input type="text" value="\$750"/>	Half page	<input type="text"/>	<input type="text" value="\$225"/>	
Inside Back cover bi-fold	<input type="text"/>	<input type="text" value="\$895"/>	Quarter page	<input type="text"/>	<input type="text" value="\$145"/>	
Inside Back cover tri-fold	<input type="text"/>	<input type="text" value="\$1,120"/>				Payment Terms:
						Total + VAT:
Special Operation:						
Exclusive Book Mark	<input type="text"/>	<input type="text" value="\$2,695"/>	Stiff Paper insert	<input type="text"/>	<input type="text" value="\$1,650"/>	
Book Mark	<input type="text"/>	<input type="text" value="\$1,995"/>				VAT not included

Section Required

I have read the Terms & Conditions Summary as detailed and understand that OTP maintains an impartial editorial policy. Advertisers are not guaranteed an editorial mention. Advertisers may receive a non-favourable or no review at all. Payment Terms are: \$2,000 and under, paid on booking. Multi-bookings - 40% is paid upfront, to guarantee reservation. **Cheques made payable to On Time Publishing s.a.r.l.**

Client Signature Print name Date

TERMS & CONDITIONS

1 Advertisements and/or advertisements which are not submitted by agreed artwork deadline will be charged in full.

2 All advertisements must be prepaid unless a previously approved account has been agreed. Failure to comply with the agreed terms may (in addition to OTP's own remedies) result in third party intervention and additional charges being incurred. Credit accounts are payable strictly thirty days from the date of invoice.

3 OTP shall be entitled to charge late payment fees of 5% of due monies, in the event that payment is not made by the due time.

4 Acceptance of all advertisements is conditional upon the Advertiser's warranty that advertisements do not contravene any law or regulation and does not infringe any third party rights.

5 OTP reserves the right to refuse, amend or otherwise deal with all advertisements submitted to it at its absolute discretion and without explanation.

6 OTP maintains a totally impartial editorial policy. Advertisers are never guaranteed an editorial mention in exchange for taking the advertisement.

Tick confirmation of understanding

7 The person placing the order for the insertion of the Advertisement with OTP warrants and confirms that they are contracting with OTP as principal not with standing that they may be acting directly or indirectly as an advertising agent or media body or in some other representative capacity.

Digital Specifications

Advertisements must be supplied at least 5 days prior to the artwork deadline date. Charges may be incurred. Specifications are as follows.

High-res pdf 300dpi

Applications PDF, Jpeg.

- All fonts supplied must be embedded (for viewing and printing purposes only)
- Do not compress files
- Colour images saved @ 300dpi in CMYK
- Cut-outs supplied as EPS
- For full pages and DPS the required bleed is 5mm. Crop marks need to be included
- No responsibility for the final appearance will be accepted unless a signed printed proof is supplied

Tick confirmation of understanding



Client Signature