



COMPANY DETAILS

| | |
|---------------------------------|-----------|
| Company name: | |
| Contact name: | |
| Address: | |
| Town: | Postcode: |
| Telephone: | Email: |
| Invoice address (if different): | |
| | |

TECHNICAL SPECIFICATIONS AND DELIVERY INSTRUCTIONS

| | |
|------------------------|---|
| COPY DEADLINE: | Friday 29 th January 2010 |
| AD SIZE: | Full Page with bleed – (A4) 297mm (h) x 210mm (w) plus 3mm bleed |
| GENERAL REQUIREMENTS: | All artwork should be CMYK All images must be 300 dpi |
| FORMAT: | Hi-res PDF (300 dpi) with crop marks Ensure all printer & screen fonts and high resolution images are included. If you cannot supply a hi-res PDF please send: Illustrator Eps OR Hi-res tif/jpg. |
| DELIVERY INSTRUCTIONS: | Email artwork to v.sucha@bwea.com . If over 8MB send to emailbwea@gmail.com and notify v.sucha@bwea.com by separate email when it has been sent. |

PAYMENT

| | | | |
|--|------------|------------|--|
| Amount: | £750 + VAT | PO Number: | |
| <p>Payment schedule: All adverts must be fully paid within 30 days of the invoice date or before the event opens, whichever is sooner, or a 10% surcharge will apply. Please note credit card payments will be subject to a 4% handling fee. Please refer to the invoice for details. Failure to comply will result in cancellation of the booking.</p> | | | |
| <p>Cancellation policy: Booking cancellations will be accepted until 23rd December 2009 and will incur a cancellation fee of 25% of the total tax invoice amount. No refund will be accepted on cancellations made on or after 24th December 2009 and unpaid tax invoices must be paid in full.</p> | | | |

Sign below to confirm your booking

| | |
|---------|-------|
| Signed: | Date: |
|---------|-------|