

EducationalVisitsUK 2019 Order Form

Please return to info@elmtreepress.com or fax 01677 425013

**THIS FORM
MUST BE
RETURNED
TO BOOK!**

Business Name	
Address	
Postcode	
Telephone No	
Contact Name	
Contact E Mail	

Invoice Address (if different from above)		
Postcode		
Email Address for invoices		
Account Contact		
Account Telephone No		
Purchase Order No (if applicable)		Tick if VAT exempt

Type of entry – Print Run 37,000	Price + VAT	Please Select
Website Basic listing	£150.00	<input type="checkbox"/>
Website Premium listing	£280.00	<input type="checkbox"/>
Regional Entry 1/4 Page	£600.00	<input type="checkbox"/>
Regional Entry 1/2 Page	£1100.00	<input type="checkbox"/>
Regional Entry Full Page (with up to 3 pictures)	£1600.00	<input type="checkbox"/>
Regional Entry Double Page	£2,700.00	<input type="checkbox"/>
Premium Full Page Advert plus Full Page Regional Entry	£2,900.00	<input type="checkbox"/>

OPPORTUNITIES (all packages included website listing)	Price + VAT	Please Select
Blogs (included for all except Website Basic options)	£70.00	<input type="checkbox"/>
Website Banner adverts (homepage per month)	£180.00	<input type="checkbox"/>
Logo & Reciprocal Link Free		<input type="checkbox"/>

Elmtree Press Ltd, 32 Emgate, Bedale, North Yorkshire, DL8 1AL

Tel: 01677 427334

Fax: 01677 425013

www.educationalvisitsuk.com

www.goyorkshire.com

Information

Deadlines

Orders must be returned by 31/10/18. Your booking will be confirmed upon receipt.

Order forms or purchase orders must be received to reserve your space, this ensures we have the correct details for your order as well as invoice information and any special details given – verbal or email messages cannot be used as a confirmed order.

Copy Supply

You will be asked to provide the copy for your entry upon confirmation of booking. Proofs will then be sent to approve prior to publication.

Images

When supplying images for your entry please ensure they are attachments to emails or supplied via file transfers (please ensure not embedded into email message)

- Acceptable image files: EPS, Jpeg or Tiff
- All images should be 300 dpi at 100%

Please be aware that we assume all images supplied to us have the copyright of the client supplying them. Any legal claims that may arise should a third party claim copyright for any images used both within the guide or on the website will be forwarded on accordingly.

Advert Requirements

Size: 197mm wide x 188mm high with no bleed. Artwork to be supplied in the following format:

- Press-ready PDF (CMYK, 300dpi, fonts embedded)

We will confirm the date we would need your advert supplied to us in your booking confirmation. Please contact us if you require artwork to be created by our designer, there will be an additional charge for this service.

Official Order Numbers

For organisations that require official order numbers, please ensure that we receive the order number and paperwork within 28 days of receipt of your order form.

Payment

Please send a 10% deposit with your booking, either by cheque, BACS or call to pay by credit card. Invoices will be issued upon publication of the guide unless otherwise agreed by our representatives. The option to pay by instalments is available, please contact us for further details. Payment will be required within 30 days from the invoice date. **We reserve the right to charge overdue accounts at 5% interest.**

Cancellations

We are unable to accept cancellations after the copy deadline. After this date, you will be invoiced in full.