

# HARLESTON GRAPEVINE

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[www.harlestonegrapevine.com](http://www.harlestonegrapevine.com)

For office use: <b>R / N</b> Date sent .....
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## INVOICE AND ADVERTISING SCHEDULE

Business/Company Name: .....

Address: .....

Postcode: ..... Email: .....

Tel: (day) ..... Contact name: .....

(eve) ..... Position: .....

**Publication:** Your details must reach the advertising desk (see top) by 5<sup>th</sup> day of the month preceding the issue in which your entry is to be included. If we receive it after that date it will automatically go into the following issue. Every effort is made to complete house-to-house delivery by the first day of the month of issue. The committee is not responsible for non-delivery.

**Advert copy** A copy of your advertisement artwork, (as hard copy and, if possible, an electronic copy in Word, or as a jpeg file), together with full payment, **MUST** be sent to us with this schedule to enable us to proceed. Please do not sent pdf files or graphics embedded in Word documents.

**Payment** Cheques should be made payable to HARLESTON GRAPEVINE. Bank transfer is also possible, please contact us for details. For the duration of your contract the artwork will remain the same unless you advise us otherwise by the 5<sup>th</sup> of the previous month. No responsibility for accuracy of copy is accepted by the Harleston Grapevine.

The Grapevine Team reserve the right to cancel this contract at any time should they feel the need to do so. They will give one month's notice and reimburse any payments for outstanding advertising not included in the magazine.

### COSTS (All entries black and white)

SIZE	ISSUES	CHARGE	SIZE	ISSUES	CHARGE
<u>Single box</u> (Approx. 60 mm sq.)	One Six Twelve	£14 £72 £132	<u>Half Page</u> 122mm (w) x 91mm (h)	One Six Twelve	£44 £228 £420
<u>Double box</u> Horizontal 122mm (w) x 60mm (h)	One Six Twelve	£28 £142 £264	<u>Full Page</u> 122mm (w) x 184mm (h)	One Six Twelve	£88 £456 £840
<u>Double box</u> Vertical 60mm (w) x 122mm (h)	One Six Twelve	£28 £142 £264	<u>Web Banner</u> 122mm (w) x 30mm (h)	One Six Twelve	£14 £72 £132

To appear in the..... issue, payment must reach us by 5<sup>th</sup> .....

Size of advert .....

Length of contract ..... Advert charge: £ .....

I have included payment with this form and accept the terms and conditions.

Signed (Customer) ..... Date .....