

Please return this form completed and signed to:
Tim Moss, Winchester Student Union, Sparkford Road, Winchester, SO22 4NR
 Telephone: (01962) 827566 Fax: (01962)827449 VAT No: 458535419

Organisational Details:

Company Name:

Company Address:

Contact Name:

Contact Position:

Telephone Number:

Fax Number:

Please indicate with a tick here if you are in agreement for us to use your E-mail address to contact you regarding this and other Winchester Student Union promotions. Your E-mail will not be passed to any other organisation or third party.

Email address:

Artwork Format Information:

Unless we are producing your advert, the artwork should be supplied in the correct sized a appropriate web file format: (.jpg/.gif or animated .gif file)

Invoice Address:
 Your company will be invoiced at the above address. However, if you invoice address details are different can you please fill them in below.

Company Name:

Address:

Your Requirement (please indicate)

Size required (see list):

Period requested (see list):

Advert design service (optional) (£30)

Charges £:
 (cheques payable to Winchester Student Union please)

Advertisement	<input type="text"/>
Advert design <i>(optional service)</i>	<input type="text"/>
Sub Total	<input type="text"/>
VAT @ 17.5%	<input type="text"/>
TOTAL	£ <input type="text"/>

Terms and Conditions

1. This form is to request advertising space on Winchester Student Union's website.
2. Advert file(s) must be submitted by E-mail attachments or disc and approved in agreement with standard policies before inclusion on our website.
3. Invoices will be issued on receipt of your booking. Pro-forma invoices will be issued on request.
4. Payment must be made within standard invoice terms (28 days).
5. Booking forms must be signed and dated before Winchester Student Union will accept bookings.
6. Winchester Student Union reserves the right to refuse advertisements which contravene standard policies including equal opportunities.*
7. Where deadlines are not met, we reserve the right to reallocate media space accordingly.
8. If advertisement files are not supplied, the full cost may be invoiced.
9. Winchester Student Union reserves the right to refuse inclusion if any terms & conditions are not adhered to.
10. Written notice of cancellation must be received at least 10 days prior to the requested period in order to receive a refund of moneys paid.
11. Once signed, this booking form is a binding contract.
12. Winchester Student Union reserves the right to cancel this agreement in case of unforeseen circumstances with refund payable to your organisation within 10 days of the event.
13. We are not responsible for downtime/inability to view webpages caused by server breakdowns or similar problems.

**available on our website*

Advert Submission: (E-mail preferable)

Please E-mail as an attachment to:
SU_Comms@winchester.ac.uk

Or alternatively submit on CD to the address above

Please indicate your submission here:

Advert submitted via E-mail

Advert enclosed on disk

Advert to follow*

Design service required, brief enclosed

** (please indicate method of submission)*

Signature:

Print Name:

Position:

Purchase Order Number: