ORDER FORM - CMS Emailing Service

YOU NEED TO PROVIDE:

a) Completed order form
b) Logo – File format PNG, GIF or JPEG – *High Resolution*
c) Advertisement Copy – Word Document
d) Web-links – to relevant information on your website

We will email you a draft for approval before sending it out.
This will usually be within 2 working days of receiving your order.

Advertisement copy, logo and order form should be emailed to bob.earll@coastms.co.uk.

Advert Type	Charge / Mailing (VAT will be charged at the standard rate)	Cost
Job Vacancies – price per mailing	£150 + VAT	
Event Mailings (conferences) for events where the standard delegate fee is greater that £150	The standard delegate fee + VAT	
Event Mailings (conferences) for events where the standard delegate fee is free or less than £150	£150 + VAT	
Training and Courses – irrespective of fee	£150 + VAT	
Reports, Publications, News items	£150 + VAT	

Name: _____ Organisation:_____

Invoice Address:

_____

_____

Email address: _____ Tel No: _____

Total Amount: _____ Your Ref/Order Number: _____

We wish to pay by BACS*/Credit Card*/Cheque* (please delete)