

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
jayne.onions@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 than £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)

(To pay by credit card, please provide the name and telephone number of the person we should contact to process the payment)