**ORDER FORM – OCF/CMS Emailing Service**

**YOU NEED TO PROVIDE:**

1. Completed Order Form
2. Logo – File format PNG, GIF or JPG – High Resolution
3. Advertisement Copy – Word document
4. Web-links – to relevant information on your website

**We will email you a test for approval before circulating the advert.**

**This will usually be within two working days of receiving your order.**

Advertisement copy, logo and order form should be emailed to [jayne.onions@coastms.co.uk](mailto:jayne.onions@coastms.co.uk)

|  |  |  |
| --- | --- | --- |
| **Advert Type** | **Charge / Mailing**  **(VAT will be charged at the standard rate)** | **Cost** |
| **Job Vacancies** – price per mailing | £180 + VAT |  |
| **Event Mailings** (conferences) for events where the standard delegate fee is greater than £180 | The standard delegate fee + VAT |  |
| **Event Mailings** (conferences) for events where the standard delegate fee is free or less than £180 | £180 + VAT |  |
| **Training and Courses** – irrespective of fee | £180 plus VAT |  |
| **Reports, Publications, News items** | £180 plus VAT |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Ref/Order No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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