

## ADVERTISING BOOKING FORM

Please fill in your details below, sign and either post to 502 Fordyce Road, RD1, Helensville 0874, or scan and email to: dave@helensvillenews.co.nz.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Order Number: \_\_\_\_\_

Please book me a space in the: \_\_\_\_\_ issue(s).

Size/space required:

### Number of issues:

One issue     Three (5% discount)     Six (10% discount)     12 issues (20% discount)

*Special instructions (eg 6 months over alternate issues):* \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Terms and Conditions:

A GST invoice will be issued at the end of each month for the following month's publication. Payment due strictly by the 20<sup>th</sup> of the month following invoice date.

### Cancellations:

Single issue bookings - Cancellation less than 4 days prior to print deadline will incur a 50% charge. Cancellation less than 48 hours from print deadline will incur full charge.

Multiple issue bookings - Cancellation of ad prior to period committed to may incur part charges.

Accounts in arrears more than 60 days will forfeit any discounts and will be referred to Debtworks collection agency for processing. Any collection fees or charges will be added to the account and will be payable by the advertiser.

These conditions also apply to any advertisements placed subsequent to the completion of this booking period.