

DISPLAY ADVERTS	Size mm (h x w)	Full Colour £	No. Insertions	Total £
<b>Front/Back Cover Wrapper (4 Pages)</b>	<b>303 x 432<sup>(D)</sup></b>	<b>Phone</b>		
<b>Outside Back Cover</b>	<b>303 x 216<sup>(D)</sup></b>	<b>1350</b>		
<b>Inside Back Cover</b>	<b>303 x 216<sup>(D)</sup></b>	<b>1270</b>		
<b>Inside Front Cover</b>	<b>303 x 216<sup>(D)</sup></b>	<b>1280</b>		
<b>Full Page</b>	<b>303 x 216<sup>(D)</sup></b>	<b>1170</b>		
<b>Full Page (With White Border)</b>	<b>272 x 187</b>	<b>1050</b>		
<b>Half Page (Landscape)</b>	<b>124 x 180</b>	<b>595</b>		
<b>Half Page (Portrait)</b>	<b>242 x 86</b>	<b>595</b>		
<b>Quarter Page (Portrait see also <sup>(E)</sup> below)</b>	<b>124 x 86<sup>(E)</sup></b>	<b>395</b>		
<b>Outer Edge on Page</b>	<b>303 x 53<sup>(D)</sup></b>	<b>495</b>		

**A Sub Total £**

### TERM and CONDITIONS

- (1) This Booking Form must be completed and supplied for a booking to be accepted. An acknowledgement email will be issued on receipt, followed by a formal Invoice.
- (2) Advertising content is at the sole discretion of the Editor and if considered unacceptable, for whatever reason, clarification and correction will be sought from the advertiser.
- (3) The publishers cannot guarantee any specific positioning within the magazine other than the inside and outside covers. Requests will be considered as far as possible, but this depends upon the final layout, content and size of the Articles.
- (4) Advertisers warrant that their advertisements do not contravene any legislation, governing the advertising of their goods or services.
- (5) **Cancellation:**  
Up to 5:00 pm on the date of the published Advertisement Booking Deadline:  
A refund of 100% minus £80.00 +VAT administration Fee.  
After 5:00 pm on the date of the Advertisement Booking Deadline:  
A Fee equivalent to the cost of the advertisement booked.
- (6) The Publishers will not be held liable for any actual or perceived losses due to delays in publication.
- (7) Rates are subject to change without notice.
- (8) All Rates on this card are subject to the applicable VAT rate at the time of Invoice.
- (9) **Discounts:**  
**Run Advert discount** applicable if **booking and full payment** made together.  
**Early booking discount** applicable if **booking and payment** is made before the date specified in Publications and Deadlines box on the website  
Apply this discount as follows; Single Ad. 2.5% or Run of adverts 1.5%+ Run Discount.
- (10) Discounts do not apply to Inserts or Advertorials.
- (11) **INSERTS:**
  - Advertiser to supply 'finished' pre-printed documents.
  - Max finished size A4.
  - Supply extra 5% for potential spoilage during Packing.

### BOOKING and COMMUNICATION:

**Payment:**

- i) PAYMENT WITH ORDER  
Formal Invoice for record purposes will be issued immediately.
- ii) Where required a Pro-Forma Invoice will be issued.  
Formal Invoice for record purposes will be issued shortly after.

**Cheque:** - Made payable to Porto Publishing.

Send to: [Porto Publishing, 59 The Avenue, Ealing, London, W13 8JR, UK](mailto:advertising@resourcemagazine.co.uk)

**Electronic Transfer (BACS or CHAPS):**

Porto Publishing	IBAN No: GB30 BOFS 1224 8206 0153 39
Bank of Scotland	SWIFT Code: BOFSGB33
59 Bath Street	Sort Code: 12 24 82
Glasgow	Account No: 06015339
G2 2DH United Kingdom	Ref: Invoice No.

(This information is also contained on the Invoice).

**Booking:**

Book space by Telephone, but always confirm by email, Fax or Post.  
Advertising Sales: Contact [Advertising](mailto:advertising@resourcemagazine.co.uk) Telephone: +44 (0)20 8998 1500  
email: [advertising@resourcemagazine.co.uk](mailto:advertising@resourcemagazine.co.uk) Fax: +44 (0)870 48 67 3 66

### COPY REQUIREMENTS:

- (A) Transmittal by e-mail to: [advertising@resourcemagazine.co.uk](mailto:advertising@resourcemagazine.co.uk)
- (B) CMYK 300dpi min. Press Quality PDF or Adobe InDesign 3 (PC)
- (C) Amendment to adverts can be carried out, so long as the advert can be unlocked, and depending upon the original program. Such work will be charged at £60.00 per hour.
- (D) Size includes bleed of 3mm.
- (E) Quarter Page Adverts may also be 60h x 180w mm or 272h x 40w mm

### DISCOUNTS <sup>(9)</sup> / SURCHARGES <sup>(10)</sup>

<b>Early Booking – Single<sup>(9)</sup></b>	- 2.5%	
<b>Early Booking – Run<sup>(9)</sup></b>	- 1.5%	
<b>Run of 2-3 Adverts<sup>(9)</sup></b>	- 7.5%	
<b>Run of 4 Adverts<sup>(9)</sup></b>	- 12.5%	
<b>Advertorials <sup>(11)</sup></b>	+ 25%	
<b>Booking for Editions:</b>		

**B Sub Total £**

### INSERTS <sup>(11)</sup> (per Item per 1000) <sup>(1-3)</sup>

Weight	£
<b>Up to 12 grams</b>	<b>95</b>
<b>Up to 18 grams</b>	<b>155</b>
<b>Up to 25 grams</b>	<b>190</b>








**C Sub Total £**

**Total A+B+C £**

**VAT @ 15.0%**

**Total Payment <sup>(8)</sup> :**

## ADVERTISEMENT BOOKING:

<b>Contact Name:</b>			
<b>Position:</b>			
<b>Company/Business Name:</b>			
<b>Order No/Ref:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>Town/City:</b>	<b>Country:</b>	<b>Post/Zip Code:</b>	
<b>Tel No:</b>		<b>Fax No:</b>	
<b>Email address:</b>			
<b>Signature:</b>			
      			
<b>Name on Card:</b>			
<b>Card No:</b>			
<b>Start Date:</b> mm/yy	<b>Expiry Date:</b> mm/yy	<b>CVV No.</b>	<b>Switch Issue No.</b>