

AD BOOKING CONFIRMATION

please complete this form then fax to 02 9550 1048 or email to look@10group.com.au

Booking Contact

Organisation Name _____ Contact Name _____

Address _____

Phone _____ Fax _____ Email _____

Billing Information [To whom the invoice will be directed **if different** from the Booking Contact]

Organisation Name _____ Contact Name _____

Address _____

Phone _____ Fax _____ Email _____

Ad Information

No. of Ads Booked _____

Please complete the following: [One line for each ad booked, as many as applicable]

Ad	issue:	size:	material deadline:	Ad rate \$
Ad 01	_____	_____	_____	_____
Ad 02	_____	_____	_____	_____
Ad 03	_____	_____	_____	_____
Ad 04	_____	_____	_____	_____
Ad 05	_____	_____	_____	_____
Ad 06	_____	_____	_____	_____
Ad 07	_____	_____	_____	_____
Ad 08	_____	_____	_____	_____
Ad 09	_____	_____	_____	_____
Ad 10	_____	_____	_____	_____
Ad 11	_____	_____	_____	_____

Instructions/Position/Comments:

Material [Please select **one** of the following]

Repeat [no changes]

10 group to layout – I will supply a brief to Rebecca Gallo look@10group.com.au

Artwork supplied – I will supply a press ready file to Rebecca Gallo look@10group.com.au.

Artwork Contact _____ Phone _____

Media kit: www.10group.com.au/look

Pricing

Total ad rates	\$
Loading	\$
Artwork Cost (if applic.)	\$
Sub total	\$
GST	\$
Total	\$

- Booking confirmations must be signed and returned by the booking deadline to ensure placement of advertising.
- A verbal confirmation of this booking will be binding on the advertiser.
- Cancellations will only be accepted if made a minimum of 7 days prior to the advertised booking deadline. Cancellations made on or after this date will be charged at the full rate.
- Where material is overdue, 10 group reserves the right to repeat a previous advertisement or part thereof.
- Files and documents not supplied strictly to 10 group's published material specifications will result in an extra production charge (minimum \$60) and cannot be guaranteed for quality or colour reproduction.
- All advertising and inserts are subject to the approval of the Art Gallery Society of NSW.
- All material supplied is accepted by 10 group on the basis that the advertiser warrants they are authorised to supply and use the material.
- 10 group will not be held liable for any loss or damage resulting from the publication or late publication of any material.

Authorisation

PLEASE PRINT OUT, SIGN AND FAX TO 02 9550 1048 OR ELECTRONICALLY SIGN AND RETURN VIA EMAIL TO LOOK@10GROUP.COM.AU

Authorised by _____

Signature _____

Date _____

BOOKING ENQUIRIES	MATERIAL ENQUIRIES/SUBMISSION
Lisa Cowan Mobile 0413 453 320 Fax 02 9550 1048 Email lisa@10group.com.au Web www.10group.com.au/look	Rebecca Gallo Phone 02 9550 1021 Fax 02 9550 1048 Email look@10group.com.au Web www.10group.com.au/look