

**AD BOOKING CONFIRMATION** please complete this form then fax to 02 9550 1048 or email to radius@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]

<b>Ad 01</b>	issue: _____	size: _____	material deadline: _____	Ad rate \$ _____
<b>Ad 02</b>	issue: _____	size: _____	material deadline: _____	Ad rate \$ _____
<b>Ad 03</b>	issue: _____	size: _____	material deadline: _____	Ad rate \$ _____

Instructions/Comments:

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

Repeat [no changes]

10 group to layout – I will supply a brief to Jessica Porter radius@10group.com.au

Artwork supplied – I will supply a press ready file to Jessica Porter radius@10group.com.au.

Artwork Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Pricing**

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

- 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 University of Sydney and 10 group.
- 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 RADIUS@10GROUP.COM.AU

Authorised by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

BOOKING ENQUIRIES	MATERIAL ENQUIRIES/SUBMISSION
<b>Jessica Porter</b> <b>Phone</b> 02 9550 1021 <b>Fax</b> 02 9550 1048 <b>Email</b> radius@10group.com.au <b>Web</b> www.10group.com.au/publish/magazines/radius	<b>Jessica Porter</b> <b>Phone</b> 02 9550 1021 <b>Fax</b> 02 9550 1048 <b>Email</b> radius@10group.com.au <b>Web</b> www.10group.com.au/publish/magazines/radius