

# Entry Form for an advert in the 11th edition of the Craft Galleries Guide

Name of Business.....

Address.....

.....Post code.....

Contact.....

Contact's details:

Email..... Telephone.....

## Specification for full colour advert

Full page trim Ht 195mm x 210mm

Full page bleed Ht 203mm x 218mm

Full page type area Ht 168mm x 182mm all @ £150 + VAT @ 20% each

Half page vertical Ht 168mm x 88mm

Half page horizontal Ht 80mm x 182mm both @ £75 + VAT @ 20% each

Please supply your advert as a PDF unless you wish us to design it for you, in which case please supply text in Word or Quark and any JPEGs saved at a min of 300dpi. clearly labelled.

Deadline for copy or materials to be sent to BCF Books is May 29th 2011.

## TERMS AND CONDITIONS

Please supply all copy by May 29th 2011. Fees will be invoiced at the same time as the proofs are sent for approval, expected to be in July 2011. Full payment MUST be received when proofs are accepted and returned - unless other arrangements have been previously agreed. Failure to do so may result in the entry not being included. If circumstances arise to prevent the book being published, all fees, received in advance by Craft Galleries/BCF Books, will be returned. Publication is due in October/November 2011.

Deposit - please pay £50 + VAT (£60 total.) made payable to Craft Galleries or via BACs (details below) when reserving your space. This will be deducted from your final invoice. If circumstances arise to prevent the book being published, all fees, received in advance by Craft Galleries/BCF Books, will be returned.

Please make cheques payable to Craft Galleries.

BACS details: Sort code: 40 - 47 - 28

Account: 51756877

## ORDER

Please reserve space for (circle page required)

1 full page @ £150

Half page vertical @ £75

Half page horizontal @ £75 all + VAT @ 20%

Signed .....Date.....2011

On behalf of business name .....