

Fax to: +44 (0)20 7901 3001

Email to: Cassandra.Gray@RenewableUK.com

COMPANY DETAILS

Company name:	
Contact name:	
Address:	
Town:	Postcode:
Telephone:	Email:
Invoice address: (if different):	

TECHNICAL SPECIFICATIONS AND DELIVERY INSTRUCTIONS

BOOKING DEADLINE:	12th March 2012
COPY DEADLINE:	19th March 2012
AD SIZE:	A5 Full Page with bleed - 210mm (h) x 148mm (w) plus 3mm bleed
GENERAL REQUIREMENTS:	All artwork should be CMYK All images must be 300 dpi
FORMAT:	Hi-res PDF (300 dpi) with crop marks Ensure all printer & screen fonts and high resolution images are included. If you cannot supply a hi-res PDF please send: Illustrator Eps OR Hi-res tif/jpg.
DELIVERY INSTRUCTIONS:	Email artwork to Cassandra.Gray@RenewableUK.com . If over 8MB send to RenewableUK@gmail.com and notify Cassandra.Gray@RenewableUK.com by separate email when it has been sent.

PAYMENT

Amount:	£495.00 + VAT	PO Number:	
Payment schedule: All adverts must be fully paid within 30 days of the invoice date or before the event opens, whichever is sooner, or a 10% surcharge will apply. Please note credit card payments will be subject to a 4% handling fee. Please refer to the invoice for details. Failure to comply will result in cancellation of the booking.			
Cancellation policy: Booking cancellations will be accepted until 17th January 2012 and will incur a cancellation fee of 25% of the total tax invoice amount. No refund will be accepted on cancellations made on or after 18th January 2012 and unpaid tax invoices must be paid in full.			

Please return this form to Cassandra Gray at RenewableUK
Fax: +44 (0)20 7901 3001, Email: Cassandra.Gray@RenewableUK.com