# BOOKING FORM

## COMPANY

## CONTACT

## POSTAL ADDRESS

## PHYSICAL ADDRESS

## PHONE

## FAX

## E-MAIL

## WEBSITE

## CELL

## PHONE

## DATE

## BOOK AGENT

## CATEGORY

## MATERIAL DEADLINE

## NUMBER OF PAGES REQUIRED

## TOTAL COST: (EXCL. VAT)

## VAT REG. No

## DEPOSIT 50%

## PAYABLE DATE

### MATERIAL CONTACT

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
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### BILLING CONTACT

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<th>NAME</th>
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## TERMS AND CONDITIONS

1. All advertisements supplied must comply with the technical specifications, material requirements and other guidelines that are contained in the "DESIGN BOTSWANA" rate card.
2. A deposit of 50% of the agreed total cost is required when booking.
3. The balance of payment is due on delivery of the books.
4. A cancellation fee of 25% is charged on any advert cancelled after 30 days of signing this agreement. All cancellations must be submitted in writing to the publisher. Cancellation of booking after publisher has done write up for client will incur an additional 25% to the cancellation fee. Cancellation of booking after publisher has done a photography will incur an additional 25% to the cancellation fee. Cancellation of booking when publisher has done design and layout will incur an additional 25% to the cancellation fee.
5. If clients wants rights to images, an extra charge will apply.
6. While all care will be taken no liability will be accepted for any loss by omission, alteration or misplacement.
7. The Publisher expressly disclaims all liability by any person(s) which may arise against the advertiser.
8. All rates quoted exclude VAT and Agency Commissions.
9. Verbal agreements will not be recognised unless clearly endorsed in the ‘special instructions’ panel above, or notified in writing.
10. Late payments may incur interest and the Publisher reserves the right to charge collection fees.
11. We deliver clients’ books to one delivery address only. Additional or split deliveries will be quoted separately.

I agree to the Terms and Conditions above and am authorised to sign this contract: [Client Signature]