

Client ref: <input type="text"/>		Order Ref: <input type="text"/>		Rpt <input type="checkbox"/>	UK <input type="checkbox"/>	Ire <input type="checkbox"/>	Scot <input type="checkbox"/>	Aus <input type="checkbox"/>
				N.B. <input type="checkbox"/>				
<b>Your Details</b>				<b>Entry Details</b>				
Name .....				<b>Display Advertising Space</b> <small>Including Standard Entry and copy of book.</small>				
Company .....				Size: 1/8 <input type="checkbox"/> 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> Full page <input type="checkbox"/>				
Address .....				Special Position/other: Please specify .....				
Postcode .....				Mono <input type="checkbox"/> Spot (Advertisers) <input type="checkbox"/> Spot (Publishers) <input type="checkbox"/> Full Colour <input type="checkbox"/>				
Tel .....				Preferred position .....				
Fax .....				<b>Cost per year: £</b> .....				
Mobile .....				<b>Standard Entries</b>				
Email .....				Number of standard entries required: ..... @ £ .....				
Web .....				<b>Cost per year: £</b> .....				
Alternative contact .....				<i>Includes:</i> Photograph or logo, hotlink to your website, 100 word resumé and 20 Index Selections				
Tel .....				Additional Index Selections @ £4.50 (each) £ .....				
Fax .....								
<b>Signature Required</b> <small>I have read and agree to the Terms and Conditions attached.</small>				<b>I would like to subscribe to Expert Witness for:</b>				
Name .....				1yr <input type="checkbox"/> 2yrs <input type="checkbox"/> 3yrs <input type="checkbox"/>				
Position .....				Total cost per year: £ ..... x ..... yrs = £ .....				
Signature .....				Plus VAT @ current rate: £ .....				
Date .....				I would like to receive ..... copy/s of the above book @ £ 35/copy: £ .....				
				<b>Total order value: £</b> .....				
<b>Copy Instructions</b>				<b>To be invoiced annually including VAT: £</b> .....				
I will complete my details online <input type="checkbox"/>								
Repeat entry same as last year <input type="checkbox"/>								
Send Text & Headings Pack <input type="checkbox"/>								
Send proof of copy from last edition <input type="checkbox"/>								
<b>Other Information</b>				<b>Payment Details</b>				
.....				I would like to pay by: (please select)				
.....				Cheque <input type="checkbox"/> BACS <input type="checkbox"/> Direct Debit <input type="checkbox"/>				
.....				<ul style="list-style-type: none"> <li>• All cheques to be made payable to "Expert Witness"</li> <li>• 10% discount is available for payments made within 14 days of invoice date</li> </ul>				
<b>What happens next...</b>				<b>BACS</b>				
1 You will receive your text and headings pack within the next 2-7 days.				Our Bank details				
2 You will receive an invoice within the next 2-7 days.				HSBC				
3 If you pay within 14 days you are entitled to claim a 10% discount.				2 - 4 St. Annes Square				
4 You need to return the text and headings pack within one month.				Manchester				
				M2 7EF				
				Sort Code 40-31-24				
				Account No. 12789639				

## Terms & Conditions

- 1** Payment is required within 30 days of order. A 10% discount on the total amount invoiced is available *only* if payment is received within 14 days of order.
- 2** Promotional offers or alternative discounts may be provided at the discretion of Expert Witness and notice will be given of any intent to provide said offers.
- 3** Alternative payment arrangements are made at the discretion of Expert Witness. Any arrangement will require signature of agreement and will be considered legally binding. Failure to pay on any agreement will result in legal action.
- 4** The advertiser shall have the right to cancel the order within 14 days of signing this agreement at no cost. Notice of your intent to cancel this order must be provided in writing by fax or post.  
Cancellation notice received after:
  - 14 days will be charged at 30% of the total order value.
  - 30 days will be charged at 50% of the total order value.
  - 60 days will be charged at the full order value.
- 5** The advertiser is solely responsible for providing any artwork or information required to complete the order placed on this booking form.
- 6** Notice of the deadline date for publication will be provided in writing by ordinary post to the address shown on this booking form. Failure to return the necessary information required to complete this order by the deadline date will not be considered a cancellation of the order which will be charged at the full order value.
- 7** The advertiser may be requested to provide the names and addresses of two practising solicitors or lawyers for reference. If required, a covering letter, short questionnaire and pre-paid envelope will be sent to the 'referees' directly from our administrative office.
- 8** The publisher reserves the right to include an index to the advertisement in the publication and will not be held responsible for any error or omission.
- 9** The publisher reserves the right to position the advertisement notwithstanding any preferred position requested by the advertiser.
- 10** The publisher does not accept responsibility for delays in publication. It is hereby agreed that delays in publication will not constitute a breach of this contract.
- 11** This order form, including these Terms & Conditions constitutes a legal contract. No employee or agent representing the company has any rights to vary the content of this agreement without written confirmation which must be authorised by a Director of Expert Witness.
- 12** It is hereby agreed and declared that this contract is made at Expert Witness, The Landmark Building, 21 Back Turner Street, Manchester M4 1FR.
- 13** The publisher reserves the right to cancel this order. Notice will be provided in writing by ordinary post to the address shown on this booking form.