|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |  | | | | | |  | |  | |
| Sales Person: | | | | | | | | |  | | | | | |  | | Date: | |
| Booked By (Name): | | | | Jerome Pilley on behalf of  (Royal Borough of Greenwich) | | | | | | | | | | | Company Registration Number | | | |
| Trading Name: | | | | Project Centre | | | | | | | | | | | 2625312 | | | |
| Registered Address: | | | | Unit 2 | | | | | | | | Tel: | | | 02074306963 | | | |
|  | | | | Holford Yard | | | | | | | | Fax: | | | 08448701401 | | | |
|  | | | | London | | | | | | | | Mob: | | |  | | | |
|  | | | |  | | | | | | | | Email: | | | Jerome.pilley@projectcentre.co.uk | | | |
| Postcode: | | | | WC1X 9HD | | | | | | | Website: | | | | www.projectcentre.co.uk | | | |
| VAT No. | VAT EXEMPT | | | | | | | | | Registered Charity No. | | | | | |  | | |
| No. of Bookings: | | | |  | | Frequency: | | | | | | | | | Commencing: | |  | |
| Cost Code | | | |  | | | | | | | | |  | |  | |  | |
| Advert Type | | | Sits Vac | | | | | ROP | | | | | | PN | | | | Leaflets |
| Print | | Big Screen | | | | | Digital /Social Media | | | | | | | | Livery | Lamppost Banner | | |
| Size: | | | | | Unit Net Cost | |  | | | | | | | | Unit Gross Cost |  | | |
| Other Information:  PURCHASE ORDER  LA CODE: ; EXP CODE: ; REF NO.:  \* THE NOTICE TO BE SET OUT IN THE STYLE (INC. FONT SIZES) USED FOR PREVIOUS NOTICES  \*\* THE NOTICE TO ALSO BE SET OUT IN A 2-COLUMN INCH FORMAT | | | | | | | | | | | | | | | | | | |
| Signed: | | | | | | | | | | | | | | | Print: JEROME PILLEY | | | |

**Cancellation:** Contract series bookings of 8 weeks or more require four week period of notice for cancellation. Cancellations of any advertising contract must be given in writing. Verbal (telephone) cancellations cannot be accepted.

In the event of a sales customer cancelling a series booking of advertisements, which include a series discount *Greenwich Advertising* *Department* reserves the option to recover the full rate card cost of each advert which has been published in compensation for the cancellation. **Terms and Conditions:** By signing this contract you, the advertiser, agree to the Terms and Conditions of Acceptance of Advertising by the *Greenwich Advertising Department*. For a full copy of Terms and Conditions of Acceptance, please ask your sales representative. **Payment Terms:** 21 Days from date of invoice.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Payment Type: | Cash | | Cheque # | Debit Card \* | | | Credit Card \* |
| # Cheques are made payable to Royal Borough of Greenwich | | | | | | | |
| \* A Daytime telephone number is required when paying by Debit or Credit Card. | | | | | | | |
| Invoice Details if different from above: | | | | | | | |
| Invoice to: (Name) |  | | | Co. Reg No. | |  | |
| Trading Name: |  | | | Tel: | | 020 8921 5548 | |
| Address: | The Woolwich Centre | | | Fax: | |  | |
|  | 35 Wellington Street | | | Mobile: | |  | |
|  | London | | | Email: | |  | |
| Postcode: | SE18 6HQ | | | Website: | |  | |
|  | |  | | |  | | |
| Net £0.00 | | VAT | | | Total £0.00 | | |

This is NOT a VAT receipt

**This is an acknowledgement of pre-payment. A VAT invoice will be issued.**

**Credit Cards are only accepted for pre-payment and not for invoice settlement.**