



# SATRA BULLETIN

## SATRA Bulletin Advertisement Booking Form

**\*Please sign & return to Ad Sales: Fax: +44 (0)1536 313374 or Email [adsales@satra.co.uk](mailto:adsales@satra.co.uk)**

For the Attention of: \_\_\_\_\_ Fax No.: \_\_\_\_\_

<b>New Order – Please Tick Box If Yes:</b>		<b>Purchase Order No:</b>	
<b>Amendment/Cancellation of existing order – tick box:</b>		<b>Original Order Ref. Number:</b>	

<b>Date:</b>		
<b>Company Name:</b>		
<b>SATRA Membership:</b> <i>(Please circle)</i>	Member	Non-Member
<b>Advertisement Supplied by:</b> <i>(Please circle)</i>	Advertiser	Design Agency
<b>If Design Agency Please Provide Details:</b>		
<b>Number of insertions:</b>		
<b>Months required &amp; Year:</b>	Months:	Year/s:
<b>Description of Ad:</b>		
<b>Size:</b> <i>(Back Cover, Inside Back Cover, Full Page, Half Page Horizontal, 2/3 Page Vertical, 1/3 Page Vertical, 1/4 Page)</i>		
<b>Rate card price per issue:</b>		
<b>Series discount per issue:</b> <i>(if relevant)</i>		
<b>Final price per issue:</b>		
<b>Agency commission: (if relevant)</b>		
<b>Contact details:</b> <b>Contact name:</b> <b>Contact address:</b> <b>Contact tel. number:</b> <b>Contact fax number:</b> <b>Contact email address:</b>		
<b>Invoice Address: (if different from above)</b>		
<b>Comments/Notes/Special Instructions:</b>		

Form completed by: \_\_\_\_\_ (Ad. Department)

Authorised by: \_\_\_\_\_ (Buyer/Agency) Date: \_\_\_\_\_

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**By signing this form you agree to SATRA's terms and conditions of advertising**