**TERMS & CANCELLATION CONDITIONS**

1) Pre-Payment is required for all orders. Payment for this advertisement should accompany this order or be paid upon receipt of invoice, which will be issued on receipt of this order, by post, Fax or e-mail.

2) In the event that the Publisher agrees to accept payment on publication, the Advertiser hereby agrees that payment will be made in full before seven working days after publication.

3) In the unlikely event that the publication is not published, the Advertiser shall be entitled to a refund of monies.

4) All payments are in UK Sterling only. Under the Late Payment of Commercial Debts Act 1988, the Publisher will exercise their right to claim interest and compensation for debt recovery if invoices are not paid in accordance to these terms.

5) Positioning of adverts is at the discretion of the Publisher except where agreed in writing. Editorial is subject to availability.

6) The onus is on the Advertiser to ensure that, the proposed distribution by the Publisher and style of publication is acceptable. Claims arising after publication shall not be accepted.

7) Notice of the copy deadline will be deemed to have been given by first class post, e-mail or fax.

8) The advertiser is responsible for sending suitable copy before the copy deadline date. If the Publisher does not receive copy, they reserve the right to print only the name and address of the advertiser. A proof shall be supplied; the advertiser shall then have 24 hours to make amendments. The Publisher will not be responsible for any errors.

9) The Publisher accepts no responsibility for the execution of verbal instructions relating to the advert. Nor for any claims or damages arising from the failure to execute such verbal instructions.

10) All artwork provided by the Advertiser shall remain at all times at the Advertiser’s risk, whilst in its custody or during transit.

11) The Publisher assumes no liability for errors in key numbers, free information numbers or advertiser index or for delays or failure to publish an advertisement. Such failure shall not constitute breach of contract.

12) The Advertiser and agency assume liability for all content of the advert and any claims arising made against the publisher.

13) The Advertiser shall have the right to cancel the order within 14 days of the date of signing. If this right is exercised, the Advertiser will be required to give notice using recorded delivery post. A cancellation fee is then payable within 14 days, equal to 30% of the total value order. Other than aforesaid, the order is not subject to cancellation by the advertiser.

14) All Advertisements are subject to the conditions of this legal contract. The publisher is not responsible for response levels.

15) This order form constitutes the contract and no one purporting to represent the Publisher has any right to vary the Terms & Conditions except in writing by a director of Nimble Media Ltd.