

Booking Form

Our Reference Number

Please use this form to confirm the services described. Completed forms should be returned to **Marianna Nicolaidou, Marketing & Communications Co-ordinator, Birmingham City Students' Union, Franchise Street, Perry Barr, Birmingham, B42 2SU**. Alternatively, fax your form to Marianna Nicolaidou on **0121 331 5725**. If you have any questions please call **0121 331 6837** or you can e-mail: **marianna.nicolaidou@bcu.ac.uk**

Contact

Name:
Position:
Company Name:
Address:

Postcode:
Telephone:
Fax:
Email:
Purchase Order Number:

What are you promoting/advertising? (please be specific):

Your Specifications

Advert Size:
Portrait/Landscape:
Special Position
(if applicable):
Colour/Mono:

For distribution, how many flyers / posters to be supplied?

Artwork

- Camera ready artwork enclosed
- Camera ready artwork to follow
- Layout required, copy enclosed

What are you booking?

- Freshers' Fair Stall Power*
- Insert - Freshers' Mailers
- Advert - Returnees' E-Mailers
- Advert - Wall Planner
- Advert - Union Guide
- Advert - Spaghetti Junction Magazine
- Advert - Sub TV
- Advert - Website
- Advert - Newsletter
- Publicity Distribution
- Event Sponsorship

Further details:

* Power not guaranteed. Limited availability.

Charges

Stalls	£ _____
Distribution	£ _____
Publications	£ _____
Other	£ _____
Sub Total	£ _____
VAT Please note: Freshers bookings are non-vatable	£ _____
TOTAL	£ _____

Confirmation

I confirm that all above details are correct and I agree to the Birmingham City Students' Union's terms and conditions (available on request).

Auth. Signature.....
Print name.....
Position.....
Date.....

Bookings will only be accepted if this form is signed and dated.

**GET YOURSELF
HEARD**

Important Please take note of the artwork deadline for each publication. Artwork received after this date will not be eligible for publication however you will remain liable. Please note charges need to be paid prior to promotional activities. **Please return this form to the address or fax shown above.**

Birmingham City
**STUDENTS'
UNION**