



INTO THE VALE MAGAZINE TERMS OF BUSINESS

Publisher: The Writing Desk at 11 Browns Lane, East Bridgford, Notts, NG13 8PL

Client: Person(s) and businesses taking advertising and/or editorial space within *Into the Vale* magazine.

ARTWORK

It is the responsibility of the client to provide artwork to the quality standard required by the printer. In brief: images should be a minimum of 300dpi, artwork should be completed and saved in CMYK colour process and all fonts should be embedded. For a full artwork specification sheet, please contact the Publisher.

COPYRIGHT

The copyright of adverts designed by the Publisher on the Client's behalf is owned solely by the Publisher. If the Client wishes to use an advert designed by the Publisher in another publication the Client must obtain the permission of the Publisher.

COPY DEADLINE/FORMAT

The copy deadline for all advertisements and editorial features is stated in the magazine. It is the responsibility of the Client to provide artwork which is accurate, legal and copyright free. Artwork designed by the Publisher must be signed off by the Client as accurate and legal. The Publisher takes no responsibility for loss or damage resulting in an advert being incorrect, having been signed off by the Client.

INVOICES AND PAYMENT

All invoices raised by the Publisher shall become due by the date shown on the invoice. Invoices which are overdue for a period in excess of 14 days from the invoice due date for any services will be subject to credit control procedures which may include the filing of a County Court Order.

CANCELLATION

Advertising space can be cancelled 10 days from the copy deadline of the issue for which it was booked. Late cancellation may result in full payment being levied on the Client.

PRIVACY NOTICE

The Publisher will not, at any time, divulge personal details including name, address, account details or electronic mail address to any non-legal third party and will only use this information for the purposes set out in the Privacy Policy. This Policy can be viewed online at www.intothevale.co.uk.