

BOOKING FORM

Booking Form Submission Date	Description	Price	Quantity	Sub Total
Date of Event / Campaign				

Sub Total	Plus VAT	Total Cost
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Organisation Name

Instructed by Name, Address & Postcode

Billing Address & Postcode

Telephone

Email Contact

Finance Email Contact

- I would like to book the above advertising activities. I have read and accepted the University of Strathclyde Students' Association terms & conditions.
- I understand that in order to officially confirm my booking, a 50 % deposit is required upfront and payment must be made in full within 30 days of receiving the invoice. Where an invoice is issued less than 30 days prior to the event, a 50% deposit will be due immediately with the balance to be paid in full 5 days before event.**

Cancellations: For cancellation requests please contact Chris McEwan, Advertising Sales on 0141 567 5036 and also confirm in writing via email to Chris.McEwan@strath.ac.uk

More than 60 days' notice: Full deposit will be refunded
30 days notice: Half of the 50% deposit will be refunded
1 to 14 days' notice: Loss of full 50% deposit

Contact Name

Purchase Order No.

Client (Agencies Only)

Please return this to:

Chris McEwan
Communications Department, level 9
University of Strathclyde Students' Association
90 John Street, G1 1JH

OR email at:

chris.mcewan@strath.ac.uk

For office use

Nominal: _____
Cost Centre: _____
Booking ID: _____