

# BOOKING FORM CLASSIFIEDS

VAT REGISTRATION NUMBER:											
ORDER NUMBER:											



304 Brooks Street, Menlo  
Park, Pretoria.  
Tel: (012) 366 8800  
Fax: (012) 362 0969  
E-mail: classifieds@derebus.org.za

Advertiser:											
Postal address:											
										Postal code:	
Street address:											
										Postal code:	
E-mail:											
Telephone number:						Fax number:					
Mobile phone number:											

## PDF – monthly advertising

Insertion dates 20__	Jan/Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Insertion dates 20__	Jan/Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec

## Website – weekly advertising

Weekly advertising – date when advert starts:
Weekly advertising – date when advert ends:

## Specification of advert

Size of advert:	
Cost per insertion (excluding VAT):	Total (including VAT):

## General conditions

In the following clauses the consumer is required to waive certain of its rights, assume certain obligations of the publisher and agree to a limitation of the publisher's liability. The consumer acknowledges, understands and accepts that these terms may favour the publisher or require that the consumer waive rights, assume obligations or limit the publisher's liability.

Advertisements are accepted subject to the following conditions: The right to withhold any advertisement from publication is reserved. No liability is accepted for failure to publish or for publication on dates other than those stipulated by the advertiser, or for any errors in publication or otherwise, or for any loss or damages to any person in consequence of any of the above. Unless electronic material is received for advertisements, layout and grammatical style will be in accordance with *De Rebus'* editorial style.

### PAYMENT:

The rates for advertising are set out on the *De Rebus* website ([www.derebus.org.za](http://www.derebus.org.za)) and are available above, while the different rate categories are set out below:

- **Practising legal practitioners:** Practising legal practitioners receive a discounted rate. Legal practitioner rates will be charged if a law firm or a legal practitioner in their personal capacity is placing the advertisement.
- **All other entities:** All other entities will be charged the non-legal practitioner rates.
- **Foreign advertisers:** Foreign companies advertising in the *De Rebus*. Please note that the rates for the Classifieds do not include agency commission. For invoicing purposes, *De Rebus* requires all contact details, as well as the advertising firm's or company's VAT number when submitting advertisements.

### BILLING PROCEDURE

- 5% discount on adverts taken over a consecutive period of six-months and 10% discount on adverts taken over a consecutive 11-month period.
- Once we have received the completed booking form we will send out an invoice that must be paid.
- Once the payment has been made please send proof of payment to: [classifieds@derebus.org.za](mailto:classifieds@derebus.org.za).
- **NB: No advert will be placed without proof of payment.**

### DEADLINES AND SPECIFICATIONS:

- A booking form must accompany all advertisements. These can be found on our website at [www.derebus.org.za](http://www.derebus.org.za) or e-mail [classifieds@derebus.org.za](mailto:classifieds@derebus.org.za) or telephone (012) 366 8800 for a copy.
- No advertisements will be accepted over the telephone.
- Any cancellations must be made in writing.
- If a logo is to be included in an advertisement, either print-ready material or a laser print must reach us before the placement of the advert.
- Proofs are sent to advertisers before being published on the website, at which time extensive author's corrections cannot be made.
- We reserve the right to publish advertisements with grammatical and style changes if no response is received from the advertiser with regard to proofs.
- Advertisers requiring special layouts are advised to contact a graphic artist and submit print-ready art work for publication.
- The size of the advertisement and the category in which it is to be placed must be clearly indicated on the booking form.
- The name of a contact person and address must be supplied.

**We, the advertiser, hereby confirm that the instructions given above are correct. We accept and acknowledge all the terms and conditions set herein, and further acknowledge that any alteration to this contract, for any reason whatsoever, shall have no effect or validity unless it is reduced to writing and signed by both the advertiser and the above publication.**

Signed on behalf of the advertiser Signature:	Full name
Date:	Capacity: