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| --- | --- |
| **Name of Organisation** |  |
| **Address of Organisation** (must be supplied) |  |
| **Contact name** |  | **Tel number** |  |
| **Email address** |  | **VAT Registered?**State yes or no  |   |

**Application to advertise in About Town -July 2024**

**Advertisement choices for July 2024**

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| **Please choose one of the options below;** |
| Repeat my previous advertisement |  |
| A copy of my advert will be emailed by the advertisement deadline date of 15 May 2024 |  |
| **Please choose an advert size from the list below (sizes as per the specification sheet);** |
| Inside Front Cover -Whole Page |  |
| Inside Back Cover -Whole Page |  |
| Back Cover -Whole Page |  |
| Whole Page -Anywhere except inside front/inside back/back cover |  |
| Half Page Landscape or portrait - anywhere except front/back covers |  |
| Quarter Page Anywhere except front/back covers |  |
| Sixth Page Landscape – anywhere except front/back covers |  |
| Eighth Page Landscape – anywhere except front/back covers |  |

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| **Conditions of placing an advertisement in *About Town***\* All advertisements are payable in advance, with a 50% deposit for all new advertisers.\* Advertisers must provide a suitable advertisement to be included, as per the advert specification list, and by the advertisement deadline date.\*If the advertiser wishes to change their advertisement, they must advise Burgess Hill Town Council in advance of the scheduled deadline dates.**Failure to provide data and payment by the required dates may result in advertisements being excluded from the magazine.** |
| **Please type your name** |  | **Date** |  |
| **By signing your name and forwarding this application to Burgess Hill Town Council, you accept all the Conditions as detailed above.** |

**Please return the completed form to:** **kayleigh@burgesshill.gov.uk**

**For any enquires please contact Kayleigh via:**

**Telephone:** 01444 238206 **Email:** **kayleigh@burgesshill.gov.uk**