



pa pool

MEDIA ORDER FORM

YOUR DETAILS

Name: _____ Company: _____
 Address: _____
 Tel: _____ Email: _____

DETAILS FOR SUPPLIED ADVERTS – Please supply according to the specs below

ADVERT TYPE	PA OR PAU?	ADVERT £	ADVERT DURATION	TOTAL £	START DATE
Homepage - RECTANGLE (180 x 150px)	N/A	£50 p/m			
Homepage - BESPOKE BANNER (180 x 150-300px)	N/A	£100 p/m			
My PA Pool - FULL BANNER (468 x 60px)		£75 p/m			
My PA Pool - HALF BANNER (234 x 60px)		£50 p/m			
My PA Pool - BUTTON (120 x 60px)		£25 p/m			
My PA Pool - BESPOKE BANNER (260 x 100-400px)		£65 p/m			
Web Links - BESPOKE BANNER (260 x 100-400px)	N/A	£25 p/m			
Email - BESPOKE FULL BANNER (640 x 60px)	N/A	£75 p/m			
Email – BESPOKE HALF BANNER (314 x 60px)	N/A	£40 p/m			
Email – BUTTON (120 x 90px)	N/A	£25 p/m			
Newsletter (£350 plus £150 broadcast fee)		£500			

DETAILS FOR ADVERTS TO BE DESIGNED – Upon receipt of required files, please allow approx 48hrs per design

ADVERT TYPE	ADVERT £	ADVERT DURATION	DESIGN £	TOTAL £	START DATE
Homepage - RECTANGLE (180 x 150px)	£50 p/m		£65		
Homepage - BESPOKE BANNER (180 x 150-300px)	£100 p/m		£65		
My PA Pool - FULL BANNER (468 x 60px)	£75 p/m		£65		
My PA Pool - HALF BANNER (234 x 60px)	£50 p/m		£65		
My PA Pool - BUTTON (120 x 60px)	£25 p/m		£65		
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Web Links - BESPOKE BANNER (260 x 100-400px)	£25 p/m		£65		
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Email – BUTTON (120 x 90px)	£25 p/m		£65		



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FILES TO BE SUPPLIED – Please specify by ticking below. All files should be emailed to katy@papool.co.uk

All supplied banner artwork should be emailed as PDF, GIFF or JPG files. All supplied banner artwork, logos and images should be 72 dpi at actual size. All editorial for adverts should be sent in Word or .txt format.

Supplied adverts		Components needed for adverts to be designed	
Banner artwork		Design brief	Corporate fonts
Rectangle artwork		Company logo	Editorial copy (Word or .txt)
Button artwork		Corporate style guidelines	C Images (PDF, jpg or giff)

Please continue to page 3 for billing details...



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MEDIA ORDER FORM

BILLING DETAILS

Name:

Company:

Invoice address:

(if your invoice can be emailed, please put an email address here)

Job reference or purchase order number:

FOR FURTHER INFO: 07702 343566. PLEASE RETURN THIS COMPLETED FORM TO: alison@papool.co.uk

Monthly adverts run for 30 days and yearly adverts for 365 days from the time specified by you, providing your payment has cleared and your advert has been approved for inclusion by PA Pool. In general, once payment has been cleared your listing should appear within 48 hrs, however, if something unforeseen occurs, this is not guaranteed. If for whatever reason you wish to withdraw your advert from PA Pool within 7 days of placing the advert you may do so, your payment will be refunded to you, less £10 for administration fees. If you feel that your withdrawal is a result of an error on the part of PA Pool then you may contact us stating the problem and we may offer you a complete refund. If you decide that you want your advert removed after the 7 days, it may be possible offer a proportional refund, but this is entirely at our discretion. All adverts placed on the PA Pool website are entirely at the discretion of the site and its owners. If you have supplied an advert and we have had cause to reject it you will receive an explanation from us to tell you the reason. In some cases you may be offered suggestions as to how you may modify your advert to make it acceptable.