**Website advertisement booking form**



City Wharf, Davidson Road, Lichfield WS14 9DZ

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Email: [secretariat@thebts.org](mailto:secretariat@thebts.org) Website: [www.thebts.org](http://www.thebts.org/)

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| --- | --- | --- | --- | --- | --- | --- |
| **1. Details of the company placing the advertisement** | | | | | | |
| Contact name |  | | | | | |
| Company name |  | | | | | |
| Company type | Hiring Company **If the company is a recruitment agency, please give the name of the hiring company in Section 2 below.** | | | | | |
| Telephone |  | | Email: |  | | |
|  | | | | | | |
| **2. Vacancy details** | | | | | | |
| Vacancy title | |  | | | | |
| Brief paragraph (50 words max) summarizing vacancy | |  | | | | |
| Are you supplying an attachment for download on the website? | | | | Please supply this as a pdf | | |
| Name of employing company | |  | | | | |
| Contact name for applicants | |  | | | | |
| **Contact details:** | |  | | | | |
| Address | |  | | | | |
|  | | | | |
|  | | | | |
| Telephone | |  | | Email: |  | |
| Deadline for applications: | |  | | | | |
|  | |  | | | | |
| **3. Invoice/payment details** | | | | | | |
| Cost of advertisement | | £750.00 | | | | |
| Company name: | |  | | | | |
| Address for invoice | |  | | | | |
|  | | | | |
|  | | | | |
| Contact name for invoice if other than section 1 above | |  | | Purchase order number if required | |  |

Your advertisement will be posted to the website, within two days of receipt of this booking form. An invoice will be sent to the details you provide in Section 3. Upon receipt of the invoice, payment should be made to:

|  |  |  |  |
| --- | --- | --- | --- |
| **If you wish to pay by Credit Card, please complete the details below.** | | | |
| Credit Card Type: | VISA Mastercard Switch | | |
| Credit Card Number |  | Expiry Date |  |
| Name on Credit Card: |  | | |
| CSV: |  | | |
| Credit Card holder’s signature: |  | | |

***Please note that if paying by credit card, there will be an additional cost of 2.5% to cover resulting bank charges.***

**Conditions of acceptance of booking:** No bookings are taken without written confirmation. Agency commission is not paid. The BTS reserves the right to charge a £100 administration fee if a confirmed order is cancelled. In the unlikely event of any failure to perform the service as advertised, the BTS will endeavor to make good the error or omission. The BTS’s liability will in no circumstance exceed the cost of the advertisement booked.

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Registered Office: City Wharf, Davidson Road, Lichfield, Staffordshire, WS14 9DZ.