

# Website advertisement booking form



City Wharf, Davidson Road, Lichfield WS14 9DZ  
Tel: 01543 442158 Fax: 0121 355 2420  
Email: [secretariat@thebts.org](mailto:secretariat@thebts.org)  
Website: [www.thebts.org](http://www.thebts.org)

1. Details of the company placing the advertisement			
Contact name			
Company name			
Company type	Hiring Company  <b>If the company is a recruitment agency, please give the name of the hiring company in Section 2 below.</b>		
Telephone		Email:	
2. Vacancy details			
Vacancy title			
Brief paragraph (50 words max) summarizing vacancy			
Are you supplying an attachment for download on the website?		<input type="checkbox"/> Please supply this as a pdf	
Deadline for applications:			
Name of employing company			
Contact name for applicants			
<b>Contact details:</b>			
Address			
Telephone		Email:	
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 the account information provided on the invoice.

**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. The maximum time a job advert can be displayed on the website is two months unless prior consent has been granted by the General Secretary of BTS.