**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/)

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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 | | |
| Deadline for applications**:** | |  | | | | |
| Name of employing company | |  | | | | |
| Contact name for applicants | |  | | | | |
| **Contact details:** | |  | | | | |
| 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 three days of payment being processed. 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 endeavour 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.

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