

**Please complete the attached contact (both copies) and return them to us as soon as possible  
Any delay may mean your advertisement will not appear in our next issue**

**MINSTER MATTERS COMMERCIAL ADVERTISING  
Terms and Conditions**

All advertising copy is accepted in good faith, but Minster Matters reserve the right to alter anything they see fit should it be necessary to do so at any time, or refuse any advertising if they see fit to do so.

Minster Matters cannot be held responsible if an advertisement is inadvertently omitted or an older copy is accidentally printed, although every effort is made to ensure this doesn't, as far as is reasonably practical, happen. (Credit may be given at the discretion of the Accounts Manager or Commercial Advertising Editor)

Advertisers cannot be guaranteed a specific position within the magazine, and advertisements may be moved, in any issue, at the discretion of the Editors.

All payments are 'in advance' and payment for any issue must be received **before the 3<sup>rd</sup> Friday of the month (copy closure date)** prior to publication and any advertiser who does not meet this deadline, will have their advertisement immediately withdrawn until payment is made, unless there are extenuating circumstances. Minster Matters must be made aware of such circumstances as soon as practically possible, but before copy closure date, and the Editorial team must have agreed to a late payment being acceptable.

Updates for all advertisements must be with the Commercial Advertising Editor by the **2<sup>nd</sup> Friday of the preceding month**, at the very latest. (Unless previously agreed with CA Editor) Where a new advertisement is submitted after the 2<sup>nd</sup> Friday it must be accompanied by full payment for the number of inserts required and a paid invoice will be raised and sent ASAP thereafter. Copies of this form, for completion, will accompany the invoice and should be returned ASAP.

**CONTRACT**

I agree to abide by these terms and conditions, and understand that Minster Matters may alter them as they see fit or as may be necessary, in the future. I will be informed as soon as possible of any changes that may affect my contract.

Advertiser: ..... (Block Capitals)

Address: .....

.....

.....

Signed: .....

Dated: .....

Countersigned by Minster Matters (Accounts Manager or Commercial Advertising Editor)

Signed: .....

Dated: .....

This contract will remain in force until such time as Minster Matters sees fit to renew it.

2 copies of this document should be completed with one to be retained by the Advertiser, the other by Minster Matters.

If you have received this contract by mail, please sign and return both copies, if by email then please print, sign and return 2 copies, which will then be countersigned and your copy returned to you, as soon as possible.

Mail to: Minster Matters c/o Minster Library, 4a Monkton Road, Minster CT12 4EA

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