

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.

Payment for any edition must be received **before the 20th of the month** prior to publication and any advertiser who falls behind with their dues, by a **maximum of 2 months**, will have their advertisement immediately withdrawn until payment is made, unless there are extenuating circumstances.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, **in writing**, and the Editorial team must have agreed, again, in writing, to a late payment being acceptable.

Updates for all advertisements must be with the Commercial Advertising Editor by the **15th of the month**, at the very latest. (Unless previously agreed with CA Editor)

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, and I will be informed as soon as possible of any changes that 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