



East Horsley

Parish Council

Order Form

For entry in the Horsley Business Directory

Business name:.....

Business description for Newsletter (28 characters including spaces):

.....

Business description for Website (104 characters including spaces):

.....

Please circle the Sector heading required: Automotive; Education; Finance & Law; Health; House & Garden; Newsagents & Post Offices; Property; Restaurants; Retail; Services; Trades; Transport

Address:.....

Post Code:.....Telephone Number:.....

Website:.....

Your name:.....Email:.....

Your entry will appear on the newsletter directory page in classified format as in these examples:

Health	Services	Trades
<p>Home Counties Carers LIVE IN & HOME CARE SERVICES 22 Station Parade, KT24 6QN 01483 224985 mkalupka@homecountiescarers.co.uk www.homecountiescarers.co.uk</p>	<p>Matthews Travel TRAVEL AGENT Bluebell Lane, Ockham Rd South, 01483 284991 info@matthewsholidays.co.uk www.matthewstravel.co.uk</p>	<p>Company Name TYPE OF BUSINESS Wood Road, East Horsley 01483 220005 email@companyname.co.uk www.companyname.co.uk</p>

We hereby apply for entry (as above) in the Business Directory section of the next four issues of the East Horsley Parish Council ("EHPC") newsletter **easthorsley.info** and the EHPC website **www.easthorsley.info** for one year starting from the next relevant issue (see T&Cs item 8). For these entries we agree, subject to the terms and conditions overleaf, to pay forthwith the sum of £120.00 by bank transfer, on receipt of EHPC's invoice. We understand that only when that payment has been received by EHPC will there be a binding agreement between us.

Scan and email or post this form to:

Nick Clemens, East Horsley Parish Clerk
 East Horsley Parish Council
 Kingston Avenue
 East Horsley, KT24 6QT

Email: **parishcouncil@easthorsleyipc.org** and/or **commsco@easthorsleyipc.org**

I have read and understood the Terms and Conditions as overleaf and/or on the website.

Signature:.....Date:.....

easthorsley.info Business Directory Terms and Conditions

1. Local businesses can promote their goods or services by booking an entry ("**Entry**") in the hard copy quarterly East Horsley Parish Council ("**EHPC**") Newsletter currently entitled "easthorsley.info" ("**Newsletter**") and on the EHPC website at "www.easthorsley.info" ("**Website**").
2. Entries will appear in the form of a directory listing ("**Business Directory**"), so Entry content must be limited to the business name, postal address, email address, telephone number and website address of the business booking the Entry ("**Business**").
3. When booking their Entries Businesses will also be required to indicate which of the listed business sectors they wish to appear in and the Entry will then appear in that section of the Business Directory.
4. Entry bookings can be made by either (1) completing and submitting an "**Order Form**" online using the online booking process on the Website or (2) completing an Order Form off line by either downloading and printing the Order Form available on the Website or obtaining one by contacting EHPC at commsco@easthorsley.org.
5. The minimum Entry booking is for four Newsletter issues.
6. Entries will also be included in the Business Directory page of the Website for the same period that the Entry appears in the Newsletter. For example an Entry booked for four Newsletter issues will appear on the Website from the date of publication of the first of the four booked Newsletter issues until the day before the fourth Newsletter issue is superseded by a new Newsletter issue.
7. Entry bookings will only be accepted from Businesses which have a place of business in the parish of East Horsley as delineated in red on page 6 of the East Horsley Neighbourhood Plan.
8. For a first Entry of a booking to appear in a Newsletter issue, EHPC must have received at least 7 days before the issue is printed (1) a fully completed Order Form (2) satisfactory Entry content and (3) payment in full for the booking by bank transfer to the EHPC bank account specified in the Order Form. Forthcoming Newsletter printing dates are available on enquiry to commsco@easthorsley.org. Once the Order Form has been completed and submitted and payment made, no refunds can be given. This includes cancelling subsequent Entry publications, mid-term.
9. Proofs will not be issued, and it is the responsibility of a Business to ensure that the information on the Order Form is correct prior to submission.
10. EHPC reserves the right to refuse Entries at their discretion, and if refused will arrange for repayment.
11. It is the Business's responsibility to inform EHPC if they wish to run their entry again after the first four entries. The Order Form procedure and deadlines specified in clause 8 above will apply.
12. Although every effort is made to produce a successful promotional medium, EHPC gives no guarantee of the level of response to any Entries.
13. EHPC reserves the right to cancel or postpone the publication of any Newsletter issue without liability to Businesses. The Entry will still appear in four Newsletter issues and there will be a pro rata extension of the period during which the Entry appears on the Website.
14. EHPC reserves the right to remove any Entry from publication without repayment of Entry fees if either EHPC receives complaints about the Business from residents or the Business is reasonably considered by EHPC in its absolute discretion to be operating a fraudulent or unprofessional business.
15. A Business shall fully indemnify EHPC in respect of any loss, damage, expense, legal costs or any liability whatsoever incurred by EHPC as a result of publishing an Entry for that Business in conformity with a completed Order Form.