



Marketing & Communications

University of Wolverhampton Students' Union
 Wulfruna Street
 Wolverhampton
 WV1 1LY
 Tel: 01902 32 2025 Fax: 01902 32 2115
 Email: marketing@wolvesunion.org

LEAFLET DISTRIBUTION BOOKING FORM

<u>YOUR DETAILS</u>		<u>OUR DETAILS</u>	
Contact Name:		Contact Name:	Jaswinder Jandu
Advertiser Name:	(‘The Advertiser’)	Business Name:	Wolverhampton Students’ Union (‘The Union’)
Invoice Address:		Delivery Address:	Please ensure delivery details are clearly marked! City Campus - South Wulfruna Street Wolverhampton WV1 1LY
Tel:		Tel:	01902 32 2025
Fax:		Fax:	01902 32 2115
E-mail:		E-mail:	marketing@wolvesunion.org
<u>DISTRIBUTION LEVEL REQUIRED</u>			
Student staff hourly rate £10 <input type="checkbox"/>		Student staff £140 per 1000 leaflets (A5 Maximum) <input type="checkbox"/>	
Self distribution £100 per 1000 leaflets (A5 Maximum) <input type="checkbox"/>			
1000	<input type="checkbox"/>	2000	<input type="checkbox"/>
3000	<input type="checkbox"/>	4000	<input type="checkbox"/>
5000	<input type="checkbox"/>		
Additional Information:			
<u>DISTRIBUTION AREAS (Please Specify)</u>			
City Campus	<input type="checkbox"/>	Telford Campus	<input type="checkbox"/>
Walsall Campus	<input type="checkbox"/>		
<u>PAYMENT DETAILS</u>			
Purchase Order Number:			
Agreed Fee:			
Total Net:	_____		
VAT @ 17.5%	_____		
Total Costs:	_____		

Description of product or service to be promoted:

PAYMENT

Bookings will be accepted throughout the academic year 2008/2009. All fees must be received in advance. Bookings can be cancelled provided that written notification is received by the Marketing Unit of UWSU 7 days prior to the service requirement, cancellation notification received less than 7 days prior to the service requirement will require fees to be paid in full.

Please make cheques payable to UWSU.

UWSU reserves the right to reject any booking without prejudice.

AGREEMENT

I agree for this material to be distributed as agreed and accept that UWSU cannot guarantee additional trade from this activity.

Name and company position of signatory:

Signature: **Date:**

Please return your completed booking form and other relevant material to:

Jaswinder Jandu
Marketing & Communications
University of Wolverhampton Students' Union
Wulfruna Street
Wolverhampton
WV1 1LY

You are advised to make a photocopy of this form for your records.