



DESIGN BOTSWANA

BOOKING FORM



Plot 103, Unit 6B, Ipelo House | Gaborone International Commerce Park
P O Box 384ADD, Gaborone, Botswana | Tel: +267 311 1282
www.heritagebw.co.bw

COMPANY

CONTACT

POSTAL ADDRESS

PHYSICAL ADDRESS

PHONE FAX

E-MAIL

WEBSITE CELL

BOOK AGENT DATE

CATEGORY

MATERIAL DEADLINE NUMBER OF PAGES REQUIRED

TOTAL COST: (EXCL. VAT) VAT REG. No

DEPOSIT 50% PAYABLE DATE

MATERIAL CONTACT BILLING CONTACT

NAME NAME

PHONE PHONE

TERMS AND CONDITIONS

- All advertisements supplied must comply with the technical specifications, material requirements and other guidelines that are contained in the "DESIGN BOTSWANA" rate card.
- A deposit of 50% of the agreed total cost is required when booking.
- The balance of payment is due on delivery of the books.
- A cancellation fee of 25% is charged on any advert cancelled after 30 days of signing this agreement. All cancellations must be submitted in writing to the publisher. Cancellation of booking after publisher has done write up for client will incur an additional 25% to the cancellation fee. Cancellation of booking after publisher has done a photography will incur an additional 25% to the cancellation fee. Cancellation of booking when publisher has done design and layout will incur an additional 25% to the cancellation fee. If clients wants rights to images, an extra charge will apply.
- While all care will be taken no liability will be accepted for any loss by omission, alteration or misplacement.
- The Publisher expressly disclaims all liability by any person(s) which may arise against the advertiser.
- All rates quoted exclude VAT and Agency Commissions.
- Verbal agreements will not be recognised unless clearly endorsed in the 'special instructions' panel above, or notified in writing.
- Advertisement bookings will only be accepted with a signed booking order.
- Late payments may incur interest and the Publisher reserves the right to charge collection fees.
- We deliver clients' books to one delivery address only. Additional or split deliveries will be quoted separately.

I agree to the Terms and Conditions above and am authorised to sign this contract:

Client Signature