

LEAFLET INSERTION



<u>SIZE</u>	<u>RATE</u>	
A4 up to 40pp	£40 per 1000	Plus vat
A4 41pp up to 80pp	£45 per 1000	Plus vat

MECHANICAL INSERTION

<u>Publication</u>	<u>Day</u>	<u>Print Run</u>
Greenock Telegraph	Saturday	18500
	Tuesday	20000

IMPORTANT: SAMPLE BY POST BEFORE ACCEPTANCE.

DELIVERY INSTRUCTIONS:

FAO . DESPATCH AREA Greenock Telegraph, 2 Crawford Street, Greenock,
PA 15 1LH.

Tel: 01475 726511 DELIVERY TIMES: 2.00pm- 5.00pm. Mon-Fri. ONLY.

Any delivery outside above times must be agreed with Peter McVicar at Greenock Despatch
on 01475 558803 (direct number).

Further details and availability from Helen MacKenzie/Steve Povey Tel: 01475 726511.

Fax: 01475 783734. E-Fax 08704214950.

E - Mail leaflets@greenocktelegraph.co.uk

**DELIVERY DEADLINE: 6 DAYS PRIOR TO PUBLICATION
ALL BOXES MUST STATE NUMBER OF LEAFLETS PER BOX AND BE
REASONABLY PACKED**

LEAFLET INSERTION

GREENOCK TELEGRAPH

LEAFLET INSERTION - CONDITIONS OF ACCEPTANCE

1. Any order for distribution is subject to the clients warranty that: (a) the material to be distributed (the leaflet) does not contain anything which is dangerous, constitutes an infringement of copyright, or is defamatory, obscene or otherwise illegal and (b) if either the owner of copyright (or has the right or licence to reproduce such copyright) in relation to design, drawing, logo, artistic or photographic work, title, name literary, dramatic or musical work, or other like material which is or may be contained or referred to in the leaflet.
2. Unless agreed separately, in writing, in advance of confirmation of order, the cost of insertion is for leaflets securely packed to the specifications contained on the original quotation. The company reserves the right to make a charge for leaflets incorrectly packed.
3. The leaflets must be delivered to the company's specified delivery address no later than the Thursday prior to the week of insertion. Deliveries should be made during the times supplied on the original quotations. Deliveries outside these times will only be accepted with prior agreement and may be subject to a charge. All leaflets for non-account customers must be prepaid.
4. The company will not be responsible for the production costs of leaflets or loss of business or any other loss however arising incurred by the non-insertion or delayed insertion of leaflets for whatever reason other than contained in condition 5.
5. Should evidence of non-insertion be offered by the client or its agents in the form of names and addresses within the area of distribution stated in the original quotation, who have not received material, such evidence will only be deemed acceptable if solicited within 3 days of completion of insertion. In such circumstances, if found proven, the company shall reduce the cost of insertion pro-rata, but without incurring any further liability to the client.
6. The company is not obliged to check the quantity of clients material supplied for insertion or to accept the accuracy of any information shown on any delivery notes of the client or the client's delivery agent, but will so far as reasonably possible notify the client if the amount of material falls short or exceeds the requirements of the agreed insertion.
7. All the company's invoices will be settled by the client in accordance with the original quotation. In the event of a query or dispute concerning any part of the distribution invoice, such part will be treated as severable from the remainder of the invoice(s), which shall be settled by the client in accordance with this condition.

IMPORTANT: SAMPLE BY POST BEFORE ACCEPTANCE.

DELIVERY INSTRUCTIONS:

**FAO . DESPATCH AREA Greenock Telegraph, 2 Crawford Street, Greenock,
PA15 1LH.**

Tel: 01475 726511 DELIVERY TIMES: 2.00pm- 5.00pm. Mon-Fri. ONLY.

**Any delivery outside above times must be agreed with Peter McVicar at Greenock Despatch
on 01475 558803 (direct number).**

Further details and availability from Helen MacKenzie/ Steve Povey Tel: 01475 726511.

Fax: 01475 783734. E-Fax 08704214950.

E - Mail leaflets@greenocktelegraph.co.uk

**DELIVERY DEADLINE: 6 DAYS PRIOR TO PUBLICATION . ALL BOXES MUST STATE NUMBER
OF LEAFLETS PER BOX AND BE REASONABLY PACKED**