

Essential Information

DEADLINES

Early Booking
Prize Draw

20
AUGUST

Booking, Copy
and Artwork

17
SEPTEMBER

Early Leaflet
Delivery Prize Draw

1
NOVEMBER

Leaflet
Delivery

26
NOVEMBER

Publications

Please note ALL deadlines must be adhered to in order to ensure inclusion in the 'Welcome' publications.

'Welcome' Folders

Leaflet Size - All leaflets must be A4 (either A4 sheet, or A3 folded to A4).

Different Leaflets - When supplying different leaflets for Schools and Bedroom Folders mark boxes clearly.

Design - Advise your leaflet designer to leave 15mm clear from the inside margin (to allow for punching by Landmark Press).

Leaflet Paper Weight Range - 120gsm - 200gsm (note: A3 folded to A4 leaflets to be at the light end of the scale).

Quantities - Leaflet quantities stated by us are the minimum number required. If your printer cannot guarantee the minimum, supply more. Excess can be returned.

Packing - Leaflets must be packed in marked, sturdy boxes weighing 15kg maximum.

Delivery - We cannot guarantee that leaflets delivered to us after the deadline will be inserted into the correct folders.

'Welcome' Guides

Bookings may be refused if artwork is unsuitable. Landmark Press reserves the right to edit text.

Cancellation Conditions

Cancellation before 17th September - No Charge.

Cancellation after 17th September - 100% of booked amount payable. Please note that your advert or entry may still appear in the booked publications.

Early Bird Deadlines

Meet the early bird deadlines above to be entered into our prize draws. See pages 2-3.

Proofing

Any changes to proofs, after being signed off by the client, will be charged at £20 per additional version.

Note: There is a 12' 3" (3.7m) high bridge on the approach road to Landmark Press. Please ensure your delivery drivers are aware of this.

Leaflet and Poster Display

Leaflets must be delivered at least one week before the first booked distribution run, or as advised at time of booking.

Agency Bookings

Agencies, please note that all quotations to you will be net of agency commission.

Payment

Publications - Invoices will be issued on 31st December 2010.

Leaflet Distribution - Invoices will be issued on commencement of distribution.

Terms - Payment should be received in full within 30 days of receipt of invoice. We reserve the right to charge overdue accounts at 4% interest over base rate.

More Advice?

Want more advice for graphic designers and printers, and tips on eye catching leaflet design? e: advice@landmark-press.com

Liability

In the unfortunate event that we are liable for damage or loss of customers leaflets, Landmark Press will refund the replacement value of the print material but does not accept liability from any consequential loss of business.

Advertisements in Landmark Press Publications are accepted subject to the following conditions:

1. Advertisers warrant that their advertisement does not in any way contravene the provisions of the Trade Descriptions Act or other current legislation affecting advertising.
2. Advertisers are accepted at the sole discretion of Landmark Press who reserve the right to refuse or cancel any advertising copy without stating reason.
3. Landmark Press will not be liable for any loss or damage consequential or otherwise occasioned by error, late publication or failure of the advertisement to appear.

Contact

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