



## Separate Mailing order form 2009

Date: \_\_\_\_\_ Order No: \_\_\_\_\_

Booked by: \_\_\_\_\_

Email address: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

Invoice name & address: \_\_\_\_\_

Tel no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Category/s chosen: \_\_\_\_\_

Quantity quoted \_\_\_\_\_ Postage: 1<sup>st</sup> or 2<sup>nd</sup> class: \_\_\_\_\_

Date of delivery of envelopes to the **TOPRA** office: \_\_\_\_\_

Nearest date you wish the mailing to go out by: **\*Important\*** \_\_\_\_\_

Please sign and return immediately as acceptance of the conditions below.

### **Booking procedure**

- Please double check this order carefully to ensure that the booking meets with your specifications.
- The sealed envelopes (with "Private and Confidential" marked on them) for the mailing must be sent to the **TOPRA** office at the address below.
- The mailing must be pre-booked with us and the contents vetted before we send it out on your behalf.
- Bookings will not be accepted without this form having first been signed and returned to the **TOPRA** office.
- Mailing in excess of three job adverts will incur an extra cost – refer to the Terms and Conditions.

Special notes:

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**TOPRA, Bellerive House, 3 Muirfield Crescent, London E14 9SZ Tel 020 7510 2560  
or Fax 020 7537 2003 Email: advertising@topra.org**