



Separate Mailing order form 2010

Date: _____ Order No: _____

Booked by: _____

Email address: _____

Company/Agency: _____

Invoice name & address: _____

Tel no: _____ Fax no: _____

Category/s chosen: _____

Quantity quoted _____ Postage: 1st or 2nd 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**