



## **Separate Mailings Terms & Conditions and Guidelines 2010**

- **Cost: £2.00 (+ VAT) plus postage per contact** (with a choice of either 1st or 2nd Class postage). Worldwide postage will be billed accordingly after the envelopes have been mailed (we cannot do a country breakdown prior to your mailing being sent out). With respect to a recruitment mailing, if you wish to mail details about more than three job adverts in your mailing this will incur an extra charge of £0.10 per job + VAT (per contact) plus postage and will need to be confirmed before booking.
- Minimum order £500 + VAT plus postage.
- **Numbers are always approximate as membership numbers are in a continuous state of flux.** Please call me to discuss the numbers concerned. You are advised to supply extra envelopes in case of spoils or increased count. If you are concerned about the fluctuating quantity you can state the quantity of envelopes you want to mail up to and not exceed although the maximum stated must be within 20 of the original count.
- **Please contact the office to discuss the category breakdown of members by years of experience**

Please note that these mailings only go to those members who have agreed to receive mailings about job advertisements.

**\* A Mailing will not be sent out unless the following details are adhered to \***

### **Booking Procedures**

- All proposed mailing contents must first be vetted by the Advertising Department via email (advertising@topra.org) or by fax to the TOPRA office. The booking form must be signed and thus it needs to be returned via fax or in the post.
- Once approved the flyers need to be sent to us here at our London address below in ready stuffed and sealed envelopes. **Private and Confidential** *must* be printed on the front of each of the envelopes.

**All mailings must have the sentence “This mailing has been sent to you via the TOPRA Mailing Service”** included on the flyer (in as small a font as you like - this is to alert our Members that

your mailing has come approved via TOPRA)

A date should be indicated on the booking form to denote when you require the flyers to be posted by.

The mailing is despatched as soon as possible after delivery to the TOPRA office and as long as the mailing is received in sealed envelopes with "Private and Confidential" printed on them we will endeavour for the mailing to be sent out within 24 hrs.

All bookings must be made at the TOPRA Office. Please use the booking form attached.

Any further queries please email – [advertising@topra.org](mailto:advertising@topra.org) or telephone 020 7510 2510

We look forward to hearing from you.

**TOPRA, Bellerive House, 3 Muirfeild Crescent, London E14 9SZ Tel 020 7510 2560  
or Fax 020 7537 2003 Email: [advertising@topra.org](mailto:advertising@topra.org)**