

Services Directory Terms & Conditions and Guidelines 2009 - Recruiters



THE ORGANISATION
FOR PROFESSIONALS IN
REGULATORY AFFAIRS

1. The cost of one entry onto the TOPRA website services directory is:

Standard Package

The annual Standard Package includes

- a selection of a maximum of three Services offered
- Your full address details
- A 50-word company profile
- A one-page A4 PDF with a summary of your company and services

Rate: £500 plus VAT

Premium

This premium annual package includes:

- A selection of up to three services offered
- Your full address details
- A 50-word company profile
- Company logo (.jpeg, .png, .eps)
- Website link
- A PDF brochure [up to 4 A4 pages] with a summary of your company and services
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- **PLUS**
- The option to take one small advertisement within a Directory of Services section in the Regulatory Rapporteur
- A 5% discount on all recruitment advertising – online and print - taken within the lifetime of your directory entry

Rate: £1,000 plus VAT

2. The client is required to complete and return the following documents in order for the order to be processed:
 - a. Booking form
 - b. Company's contact details (including email address and depending on the package chosen company website URL)
 - c. A max 50 word company description
 - d. Signed Terms and Conditions document

Depending on package

- e. A company logo (no wider than 200 pixels)
 - f. An advert in the form of a PDF file. Please note that should you wish to make any changes after the advert has been uploaded onto the website this will be charged at £25.00 plus VAT.
3. Please submit a draft of the contents of the advert to advertising@topra.org
 4. Please note that it is the client's responsibility to advise TOPRA if they do not wish to continue advertising. The fee is for 1 year, and invoices will be issued at the beginning of each year.
 5. **TOPRA DISCLAIMER:** The Organisation for Professionals in Regulatory Affairs does not endorse or recommend products, services, or manufacturers, and assumes no liability whatsoever for the use or contents of any product or service mentioned.

Acceptance of Terms & Conditions

Please confirm that you have read, understood, and agree to comply with the above Consultant's Directory Terms & Conditions.

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Name and position

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Date