

## Services Directory Terms & Conditions and Guidelines 2009



THE ORGANISATION  
FOR PROFESSIONALS IN  
REGULATORY AFFAIRS

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

### **Basic Entry [only available to individual consultants]**

The annual entry includes

- A selection of up to three services offered
- Up to 15 areas of expertise you specialise in (Consultants only)
- Your full address details
- A 50-word company profile

**Rate: £125 plus VAT**

### **Standard Package**

The annual Standard Package includes

- A selection of a maximum of three services offered
- An unlimited number of areas of expertise your company specialises in (Consultants only)
- 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**

The premium annual package includes:

- A selection of up to three services offered
- An unlimited number of areas of expertise your company specialises in (Consultants only)
- Your full address details
- A 50-word company profile
- Company logo (.jpeg, .png, .eps)
- Website link
- A PDF brochure [up to four A4 pages] with a summary of your company and services

**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. Areas of expertise questionnaire (Consultants only)
  - e. Signed Terms and Conditions document

Depending on package

  - f. A company logo (no wider than 200 pixels)
  - g. 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](mailto: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.

.....  
Name and position

.....  
Date