

Services Directory Terms & Conditions and Guidelines 2011



THE ORGANISATION
FOR PROFESSIONALS IN
REGULATORY AFFAIRS

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

Premium Package - Rate: £1,000 plus VAT

The premium annual package includes:

- A selection of up to three services offered
- Service selection inclusion areas of expertise your company specialises in
- Company name and address details
- A 50-word company profile
- Company logo (.jpeg, .png, .eps)
- Website link
- Email link
- A PDF brochure [up to four A4 pages] with a summary of your company and services

Standard Package - Rate: £500 plus VAT

The annual Standard Package includes

- Service selection inclusion for the areas of expertise you specialise in
- Company name and address details
- A 50-word company profile
- A one-page A4 PDF with a summary of your company and services

Basic Entry [only available to individual consultants] - Rate: £125 plus VAT

The annual entry includes

- Service selection inclusion for the areas of expertise you specialise in
- Your contact address details
- A 50-word company profile

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 maximum 50 word company description
 - d. Areas of expertise questionnaire (Consultants)
 - e. Signed Terms and Conditions document

Depending on package

- f. A company logo (no wider than 200 pixels)
- g. An advertisement (or brochure) in the form of a PDF file.
Please note that should you wish to make any changes after the listing (advertisement or brochure file) has been published on the website a further service amendment fee of £65.00 (plus VAT) will be charged.

3. Please pre-submit material for editorial approval to advertising@topra.org. (Note TOPRA reserves the right to refuse the listing advertisement or brochure if it doesn't comply with our advertising policies.)
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 Service Directory Terms & Conditions.

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Name and position

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Date