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|  | **national back exchange** |

**Training/Course Advertisement Proforma**

Please read the National Back Exchange Website Advertising Policy prior to completing this pro forma.

Submission of the pro forma constitutes acceptance of the terms and conditions as stated in the National Back Exchange Advertising Policy.

Once completed, please email to: [admin@nationalbackexchange.org](mailto:admin@nationalbackexchange.org)

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| **Section 1** | |
| **Contact details of person placing the advertisement** | |
| Name |  |
| Position |  |
| Telephone Number |  |
| Email Address |  |
| Name of Organisation |  |

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| --- |
| **You can either:**  **Design your own advertisement – complete Section 2 only**  **OR**  **We can design if for you - complete Section 3 only.** |

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| **Section 2** |
| Please copy your **OWN DESIGN** in the box below.  Try not to exceed - 400 words  Identify your headings in **bold**  **Ensure you include:**   * Title of training/course * Company name * Company website * Summary of training/course * Duration of training/course * Cost of training/course * Location(s) * Dates of training/course * Contact details   We will try to replicate your advert, however NBE reserves the right to adapt your advertisement to accommodate the formatting requirements of the website. |
| **OWN DESIGN advertisement:** |

|  |  |
| --- | --- |
| **Section 3** | |
| **Heading** | **Content** |
| **Company name:** | *Also add copy of logo* |
| **Company website:** |  |
| **Title of Training/Course:** |  |
| **Details of Training/Course:** | *Short paragraph about the course – include aims and outcomes* |
| **Location(s):** |  |
| **Duration of Training/Course:** |  |
| **Cost of Training/Course:** | *.* |
| **Dates of Training/Course:** |  |
| **Contact:** | *How/who to apply - name and email etc.* |