

**NATIONAL BACK EXCHANGE**  
**WEBSITE ADVERTISING POLICY – Job Advertisements and Courses**  
**www.nationalbackexchange.org**

**Disclaimer**

Advertisements carried on the NBE website are not to be considered as being supported or endorsed by National Back Exchange.

Any individual, company or organisation may place advertisements for which charges will be made and must be paid for fully in advance.

**Scope of Website Advertising**

Advertisements can be placed on the NBE website for job vacancies and training courses, provided that the advertisements are not harmful, illegal or offensive.

NBE reserves the right to decline an advertisement at any time and for any reason. Should NBE consider an advertisement is unsuitable for inclusion on the NBE website then the website advertiser will be informed immediately by email.

**Period of Website Advertising**

The minimum advertising period per advertisement is :

- Job Vacancy : ONE MONTH
- Courses/Training/Conference : ONE MONTH

**Cost of Website Advertising**

The current cost of advertising per single advertisement, is as follows:

- Job Vacancy : £100 per month [plus VAT]
- Courses/Training/Conference : £100 per month [plus VAT]

10% discount if the advertisement is held on the website for 2 MONTHS

Costs for all advertisements are non-negotiable and subject to change at any time.

**Payment Terms**

All advertisements must be paid for in advance and payment to be by Bacs or Debit Card – NO CHEQUES PLEASE. Payment by debit/credit card or bacs is required one week prior to the advertisement being placed. An invoice can be sent upon request.

- To pay by card : please phone Admin Office 01327 358855 to make your card payment.
- Bacs payment : Account Name NATIONAL BACK EXCHANGE, sort code 20-61-55, account number 50969001.

## **Procedure for Web Advertising**

A request to place an advertisement on the website should be made by completing the advertisement pro forma for the type of advertisement required and returning the form by email to the National Back Exchange office at [admin@nationalbackexchange.org](mailto:admin@nationalbackexchange.org).

Submission of the pro forma constitutes acceptance of NBE's terms and conditions as stated herein.

No amendments or alterations to the original text submitted will be made by NBE and NBE is not liable for any errors within, or omissions from, the original text.

Advertisers are encouraged to allow as much time as possible for this process to be completed but in any case NBE makes no guarantee of placing an advertisement on the website at less than 7 days' notice.

In the event that the NBE website suffers failure and is inaccessible for a period of time, the advertisement will continue on the website for the time missed.