

NATIONAL BACK EXCHANGE WEBSITE ADVERTISING

Pro Forma for Job Vacancies

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 send electronically to : admin@nationalbackexchange.org.
Payment terms are in the Website Advertising Policy.

PERIOD OF WEBSITE ADVERTISING

The minimum advertising period, per advertisement, is one month

COST OF WEBSITE ADVERTISING

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

- £100 per month plus VAT

10% discount if the advert is held on the website for 2 months

Advertiser Details

advertiser please complete all grey boxes	
Preferred date of placement on website	
Last date of Placement on website	
Contact details of person placing the advertisement	
Name	
Position	
Telephone Number	
Email Address	
Name of Organisation {for invoice}	
Address of Organisation {for invoice}	

JOB VACANCY PROFORMA

Details required	Font, font size and type	maximum number of words	Details
Organisation	Arial 14 bold and black		
Description of organisation.	Arial 10 black	40	
Job title	Arial 12 bold and black		
Band / Payscale	Arial12 bold and black		
Ref no	Arial 12 bold and black		
Outline of job role and purpose	Arial 10 black	150	
Outline of candidate profile including qualifications and experience required	Arial10 black	50	
Full time / part time / permanent or short term contract (if not implicitly clear elsewhere in the advert)	Arial 10 black		
Other package details (pension, car etc.)	Arial 10 black		
Contact details	Arial 12 bold and black		
Closing Date	Arial 12 bold and black		
Please apply to [give name and address]	Arial 12 bold and black		
Equal Opportunities Statement	Arial 10 black		

Name:

Date:

Signature:

Any further questions / enquiries, please contact the National Back Exchange
on 01327 358855