

# RCOT advertising booking form

Please email complete form to  
✉ [advertising@rcot.co.uk](mailto:advertising@rcot.co.uk)

**How to fill and sign a PDF form:** Open this PDF document in Acrobat. Click the "Fill & Sign" tool in the right hand panel.

**Fill out your form:** Complete form by clicking a text field and typing into the text boxes provided.

**Sign your form:** Click "Sign" in the toolbar at the top of the page. Then draw, type, or choose an image for your signature. Then click "Apply" to place your signature on the form.

**Send your form:** After you have filled in the form, you need to save the file onto your desktop and send back as an attached document.

## Section 1: Your details

|   |  |                |  |
|---|--|----------------|--|
| Name:                                       |  | Telephone:     |  |
| Organisation                                |  | Contact email: |  |
| Charity registration number (if applicable) |  | Agency yes/no: |  |
| Address:                                    |  |                |  |

| Section 2: Advertisement required (e.g., OTnews advert, size, special position page/Highlight sponsorship/banner/Leaderboard) | Month(s)/Year             | Unit price | Bulk price | Total |
|---|---------------------------|------------|------------|-------|
|   |                           |            |            |       |
|   |                           |            |            |       |
|   |                           |            |            |       |
|   |                           |            |            |       |
|   |                           |            |            |       |
| Notes:  | Total (net):              |            |            | £     |
|   | Discount (charity/other): |            |            | £     |
|   | VAT @20%:                 |            |            | £     |
|   | Total:                    |            |            | £     |
|   | Signature:                |            |            |       |
|   | Date:                     |            |            |       |

## Deadlines:

OTnews published 15th of each month, final artwork to be received, 5pm, 27th the month, if falls on a weekend the day before.

Highlight published the first Wednesday of each month, final artwork 8 working days before.

Please complete financial fields on page 2

**Section 3: Invoice will be sent by email**

|   |  |                         |  |
|---|--|-------------------------|--|
| Contact name:   |  | Telephone:              |  |
| Organisation:   |  |                         |  |
| Finance email for invoice:                                    |  |                         |  |
| Purchase order (PO) number (please state at time of booking): |  | BACS payment reference: |  |
| Invoice address:  |  |                         |  |

Remittance advice to: [finance@rcot.co.uk](mailto:finance@rcot.co.uk)

**Thank you for placing your booking with us. You will receive a confirmation email within three working days.**

**Terms and conditions:** by returning this booking form, you are making an offer to enter into a binding contract on behalf of your organisation, and you accept and agree to comply with the contract advertising terms and conditions (which are incorporated by reference into this Agreement). You warrant you are authorised to enter this Agreement on behalf of the organisation. The form will be held as a valid liable contract, by which both parties will be bound.

Fee increases: RCOT shall be entitled to review and increase its fees, pricing, and rate card with discretionary discounts each year.

**Business address:**

Phoenix House  
The Royal College of Occupational Therapists  
106-114 Borough High Street  
London, SE1 1LB

**Bank details for BACS payment** Account name: Royal College of Occupational Therapists, Account number: 31202928, Sort code: 40-05-19, Bank name: HSBC, IBAN number:GB69MIDL40051931202928, BIC number: MIDLGB2107H, Bank address: Paddington Branch, 2 Craven Road, Paddington, London, W2 3PY

