

RCOT Supplier Directory booking form

Content for Supplier Directory listing

Contact name: _____

Company/organisation name: _____

Company/organisation address: _____

_____ Country: _____ Postcode: _____

Telephone: _____ Email: _____

Website : _____

X: _____ Facebook: _____

LinkedIn: _____ Instagram: _____

Please confirm the product categories (up to three categories, see supplier directory for options).

75 word listing content

Copy must be written in the third person. Please ensure all content is correct prior to sending through the application form. Maximum of 75 words; any words over this limited will not be included.

Please supply copy as an attachment in word format, together with your logo in PNG/JPG/GIF file

Please tick the box to indicate you have read and agree to the Supplier Directory term and conditions (overleaf) and you are authorised to make this booking. I agree to pay the cost + VAT@20%.

Name: _____

Job title: _____

Company/organisation name: _____

Company/organisation address: _____

_____ Country: _____ Postcode: _____

Email: _____ Signature: _____

RCOT sends invoices by email. Please give the email address of your accounts department

Discount code (if applicable)

Cost (net) £

If the invoice company name or address is different from the details given above, please provide this information below.

Company/organisation name: _____

Company/organisation address: _____

_____ Country: _____ Postcode: _____

VAT number: _____ Purchase order number (if required): _____

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RCOT Supplier Directory terms and conditions

1. RCOT does not endorse or have any legal responsibility for companies/organisations advertised with the Supplier Directory.
2. All companies and organisations listed in this directory must comply with the data protection standards set forth by the General Data Protection Regulation (GDPR) (EU 2016/679) and the Data Protection Act 2018.
3. All companies/organisations must agree to comply with the Advertising Standards Authority (ASA) and Committees of Advertising Practice (CAP) code.
4. RCOT reserves the right to remove, entirely at its own discretion, an entry from the Suppliers Directory if, in the opinion of RCOT, the advert does not comply with the ASA or RCOT's reputation is brought into disrepute. No refund will be available if removal occurs.
5. Each listing is valid for one year, either from January to December or July to June. Payment must be received as stated on the invoice.
6. No refund will be available should the advertiser want to remove their entry before the expiry of the year's term.
7. A standard listing includes: one company/organisation logo, maximum 75-word business summary and, contact information: company/organisation name, address, telephone number, email, two website links, two social media details and up to three category searches. A listing of product categories can be found on our website: **www.rcot.co.uk/supplier-directory**
8. RCOT is not responsible for any Supplier Directory errors which have been supplied by the company/organisation, known as the content owner. RCOT will send one copy to the content owner prior to being published; it is the content owner's responsibility to check all copy prior to going live on the Supplier Directory. RCOT reserves the right to charge a £50 administration fee, per change request, for any amendments once listing is live on the Supplier Directory.
9. Our full advertising terms and conditions can be found on our website: **<https://www.rcot.co.uk/rcot-advertising-terms-and-conditions>**.

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