

# Booking Form

Please complete the following form to book your place in The DNEX: Independence Directory.

## Your Organisations Details:

Contact Name: .....

Organisation Name: .....

Address: .....

Postcode: .....

Telephone Number: .....

Email: .....

Purchase Number (If applicable): .....

Please let us know how many product videos you wish to commission for inclusion in The DNEX: Independence Directory:

Please let us know the name of the product and type of product you wish to promote in the video, at the cost of £500 (plus VAT) per video.

**Product Name:** ..... **Type of Product:** .....

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Once we have received your booking form we will contact you to arrange appropriate date(s) for the filming of your videos.

All filming will take place at Disability North. Where it is not possible to film at Disability North we will advise you of any additional costs prior to confirmation of your booking.

## Invoice details (if different from above)

Contact Name: .....

Company Name: .....

Address: .....

Postcode: .....

Telephone Number: .....

Email: .....



**Summary of costs**

Participating organisations are requested to sign up for 2 years. As an introductory thank you we will host your video(s) in the directory FREE OF CHARGE for the first year, meaning your only costs are for video production and year two video hosting. During the second year your organisation will only be charged for the hosting of the video in the directory.

**Year 1** Video Production Costs - £500 (plus VAT) per product video  
(Invoiced year 1 on receipt of booking form)

**Year 2** Hosting Costs - £300 (plus VAT) per product video  
(Invoiced year 2, on first anniversary of video going live)

We will advise you of the ongoing costs of hosting in the directory of your video(s) 3 months before this contract expires.

*I have read, understand and agree to abide by the cancellation terms and conditions of The DNEX: Independence Directory.*

Signature: .....

Organisation: .....

Date: .....

**Cancellation Terms**

Notification of cancellation must be received in writing within 28 days of invoice being issued. Please note that cancellation after this time will render the organisation liable for the full cost of the booking.

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