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| **ACTO ADVERTISING Form** |
| **Name:** |  | **Membership Number:**(if applicable) |  |
| **Telephone:** |  |
| **Email:** |  |
| **Company Name** (if applicable)**:** |  |
| **Advertising:** (Please complete the following information about your advert). **Please note that all adverts will be advertised for a maximum of one month only. A new application will need to be submitted each month, for a maximum of three months.** |
| **Please indicate where you would like your advert to appear** (please click the boxes that you would like to select): | [ ]  Website Announcement[ ]  Facebook (ACTO closed page for members only)Social Media[ ]  Facebook[ ]  Twitter[ ]  LinkedIn[ ]  Instagram | **Start Date:** |  |
| **End Date:**(No later than one month after the start date) |  |
| **Do you have a Logo or one piece of artwork for you advert?** You may only choose format of the two choices. See Advertising Principles for the full detail. | [ ]  Logo[ ]  Artwork | **Do you require an invoice?**(please delete as applicable) | Yes / No |

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| **Description:** Please enter the title and exact wording of your advertisement (**maximum of 60 words)** and yourannouncement **(100 words)** and add the hyperlink to your event. |
| **TITLE:**  |
| **Text:** **Hyperlink:**  |

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| **Declaration:**  |
| I declare that the information I have provided is true and correct to the best of my knowledge. In compliance with GDPR, I give consent for ACTO to store and process the information I have provided in this advertising form. KI have read the ACTO Advertising Principles.* **I consent/do not consent** for my name and advertisement details to be listed on ACTO website, Facebook and other social media sites as indicated above (please delete as appropriate).
* **I consent/do not consent** for ACTO to send me occasional newletters/emails for the purposes of keeping me informed of its current developments and providing relevant information (please delete as appropriate).
* **I agree** as an **ACTO member** to abide by its current Code of Ethics**:** <https://acto-org.uk/professional-conduct-code-ethics/>

**Signed: Date:**  |
| **Payment Information:** (the prices below are for one advertisement for the time period specified) |
| Members: Price per advert - £10 per month, 4 months maximumNon-Members: Price per advert - £25 per month, 4 months maximum | **TOTAL DUE/PAID: £** |
| Please send your payment to the bank account shown opposite and ensure that you **put MARKETING and your name as a reference** to enable us to trace your payment. | **Account Name:** ACTO**Sort Code:** 09-01-28**Account Number:** 40746884 |
| **Submitting your Advertising Form:** |
| **Please send your completed advertising form together with your artwork (if applicable) to** **admin@acto-org.uk** **either via email or** [**https://wetransfer.com/**](https://wetransfer.com/)**:**Please put ADVERTISING and your name as the subject of the email and advise the date that you made your payment as this will speed up the processing of your application. **Please allow up to 30 days for us to process your request.**Once we have processed your request we will send you an email confirming your advertisement with ACTO. **With thanks, ACTO Administration** |
| **Terms and Conditions**: please see the ACTO Advertising Policy at<https://acto-org.uk/acto-advertising> |