

Guidelines, Payment and Booking Terms and Conditions

1. Occupational Therapy Australia reserves the right to refuse any advertisement for any reason
2. A completed and signed booking form is required to confirm advertising
3. Advertisement will not be processed until both the text and booking agreement have been received.
4. Upon receipt of signed booking form, OTA will confirm entitlements in writing and forward acknowledgement of receipt, together with a tax invoice
5. Payment and Pricing
 - All prices are quoted in Australian Dollars and include GST
 - Invoice will be issued at time of booking
 - Payment is strictly 14 days from issue of invoice
 - If you pay by an electronic funds transfer or an international cheque you agree to pay any bank charges and must include these in the amount you transfer
 - All monies are payable in Australian dollars.
 - All payments must include 10% Goods and Services Tax component
 - For bookings of significant dollar amounts, a payment instalment plan can be discussed with OTA
 - Overdue invoices will incur a 10% fee
 - Agency Commissions are not available
 - Prices are subject to change at any time
 - Credit card payments greater than \$2,000 will incur a 2% merchant fee
6. Discounts
 - Multiple placement discounts do not apply on retrospective bookings
 - Multiple placement bookings will be discounted and charged at the time of booking
7. Artwork
 - Occupational Therapy Australia does not take any responsibility for poor resolution of graphics, or font and graphics not converted to CMYK or outlines.
 - Price does not include artwork development or changes to artwork
 - It is the responsibility of the advertiser to ensure that the text is accurate and correct, and logo files meet specification.
 - If booking a multiple placement, it is the responsibility of the advertiser to forward new artwork within timeline.
 - If no new artwork is received for follow on issues, Occupational Therapy Australia will repeat original artwork
 - Advertisers are responsible for ensuring artwork complies with Federal, State and Territory laws
8. Inserts
 - Electronic copy of insert must be supplied to Occupational Therapy Australia
 - It is the responsibility and cost of the advertiser to ensure inserts reach the mailing house by the specified time
9. Cancellation Policy
 - All cancellations must be received in writing to Occupational Therapy Australia via **advertising@otaus.com.au**
 - Cancellation of any digital advertisement or campaign must be received in writing from the advertiser 14 days before the commencement date in order to receive a 100% refund.
 - Refunds for print advertising will not be issued for print advertising after the material deadline has passed.

Section A: Organisation Contact Details

First Name: _____ Last Name: _____

Position: _____ Contact Number (PH): _____

Email: _____

Organisation Name: _____ ABN: _____

Address: _____ City: _____

State: _____ Postcode: _____ Country: _____

Website: _____

If you require the invoice to be sent to another email please nominate here.

Email: _____

Section B: Digital Advertising

Website Banner Ads – OTA Website

<input type="checkbox"/> One month (\$355/month)	<input type="checkbox"/> Three months (\$330/month)	<input type="checkbox"/> Six months (\$305/month)
Advertising Period:	From _____	To _____
Price per month \$ _____	× _____ months	Amount \$ _____

Website Display Ads – OTA Website

<input type="checkbox"/> One month (\$300/month)	<input type="checkbox"/> Three months (\$279/month)	<input type="checkbox"/> Six months (\$255/month)
Advertising Period:	From _____	To _____
Price per month \$ _____	× _____ months	Amount \$ _____

OT Job Advertisement & OT Job Bulletin

<input type="checkbox"/> Jobs Board (30 days) (\$295)	<input type="checkbox"/> Jobs Board (30 days) plus featured in OT Jobs Bulletin (\$395)
Advertising Period:	From _____ To _____
<input type="checkbox"/> 19 Jan <input type="checkbox"/> 16 Feb <input type="checkbox"/> 16 Mar <input type="checkbox"/> 20 Apr <input type="checkbox"/> 18 May <input type="checkbox"/> 15 Jun <input type="checkbox"/> 20 Jul <input type="checkbox"/> 17 Aug <input type="checkbox"/> 21 Sep <input type="checkbox"/> 19 Oct <input type="checkbox"/> 16 Nov <input type="checkbox"/> 21 Dec	
Amount \$ _____	

Classifieds

<input type="checkbox"/> One month (\$250)	<input type="checkbox"/> Classified Board plus featured ad in classified section of the OT Jobs Bulletin (\$295)
Advertising Period:	From _____ To _____
<input type="checkbox"/> 19 Jan <input type="checkbox"/> 16 Feb <input type="checkbox"/> 16 Mar <input type="checkbox"/> 20 Apr <input type="checkbox"/> 18 May <input type="checkbox"/> 15 Jun <input type="checkbox"/> 20 Jul <input type="checkbox"/> 17 Aug <input type="checkbox"/> 21 Sep <input type="checkbox"/> 19 Oct <input type="checkbox"/> 16 Nov <input type="checkbox"/> 21 Dec	
Amount \$ _____	

Research Study Promotion

<input type="checkbox"/> OTA Member \$ Complimentary	<input type="checkbox"/> Non-member (\$200)
Advertising Period:	From _____ To _____
Amount \$ _____	

OT Today – Display Advertisement

<input type="checkbox"/> One issue (\$185)	<input type="checkbox"/> Three issues (\$170/issue)	<input type="checkbox"/> Six issues (\$160/issue)
<input type="checkbox"/> 26 Jan <input type="checkbox"/> 9 Feb <input type="checkbox"/> 23 Feb <input type="checkbox"/> 9 Mar <input type="checkbox"/> 23 Mar <input type="checkbox"/> 13 Apr <input type="checkbox"/> 27 Apr <input type="checkbox"/> 11 May <input type="checkbox"/> 25 May <input type="checkbox"/> 8 Jun <input type="checkbox"/> 22 Jun <input type="checkbox"/> 13 Jul <input type="checkbox"/> 27 Jul <input type="checkbox"/> 10 Aug <input type="checkbox"/> 24 Aug <input type="checkbox"/> 14 Sep <input type="checkbox"/> 28 Sep <input type="checkbox"/> 12 Oct <input type="checkbox"/> 26 Oct <input type="checkbox"/> 9 Nov <input type="checkbox"/> 23 Nov <input type="checkbox"/> 14 Dec		
Price per month \$ _____	× _____ months	Amount \$ _____

CPD Bulletin – Display Advertisement

One issue (\$365)
 Three issues (\$340/issue)
 Six issues (\$315/issue)

12 Jan
 2 Feb
 2 Mar
 6 Apr
 4 May
 1 Jun
 6 Jul
 3 Aug
 7 Sep
 5 Oct
 2 Nov
 7 Dec

Price per issue \$: _____ × _____ issues **Amount \$** _____

SECTION B TOTAL \$ _____

Section C: Print Advertising

Advertisement – Connections Magazine

Type (page size) _____ Editions 2021: Autumn Winter Spring Summer

Price per issue \$: _____ × _____ issues **Amount \$** _____

I will require artwork design for the advertisement (to be quoted separately)

Insert Flyer – Connections Magazine

Standard insert as outlined in specifications. Custom quote available.

One issue (\$5,000)
 Two issues (\$4,625/issue)
 Four issues (\$4,250/issue)

Price per issue \$: _____ × _____ issues **Amount \$** _____

Advertorial – Connections Magazine

Single page (\$1,750)
 Double page (\$2,500)

Editions 2021: Autumn Winter Spring Summer **Amount \$** _____

SECTION C TOTAL \$ _____

Booking and Payment Authority

Booking Total (insert totals for each section below)

Section B Total \$ _____ Section C Total \$ _____ **Booking Total (inc GST) \$** _____

Apply Discount Code _____

Please contact the business development team if you wish to discuss a payment plan.

Payment Method

Note: credit card payments greater than \$2,000 will incur a 2% merchant fee

Credit Card
 Visa
 MasterCard
 AMEX

Card number _____

Expiry date ____/____ CVW number _____

Cardholder's name _____

Cardholder's signature _____

EFT Bank Transfer (Invoice to be issued; payment details will be provided on your tax invoice)

Authority and Declaration

I have read and agree to the booking terms and conditions on page 17.

Signature: _____ Date: ____/____/____

Please complete this form and return to:

Conference, Events and Business Development Team
Occupational Therapy Australia

Email advertising@otaus.com.au
Ph 1300 682 878

