**NEWSLETTER ORDER FORM**

Thank you for expressing your interest. There are three newsletter packages available:

* Full annual subscription - **£145+VAT** - Four quarterly newsletters plus the Budget
* Quarterly newsletter subscription - **£99+VAT** - Four quarterly newsletters
* Single Budget newsletter subscription - **£59+VAT**

The newsletter subscription can start at any edition in the year. Each edition is dispatched during the first full week of March, June, September, and December, with the Budget newsletter being available by the Monday following the chancellors’ speech.

To progress with your Client Newsletter please complete the table overleaf and return with a copy of your logo – to **andrea@ptptraining.com**.

If you decide to go ahead an invoice will be sent and, if applicable, an email enclosing a draft newsletter for your approval.

**Branded newsletter approval** - Please notify the designer by return if you have anything that needs to be adjusted with the draft.

**All subscriptions** - Your subscription will be automatically renewed each year; however, you will be notified after the final newsletter of the year has been sent to you.

Cancellation policy

If you order a subscription for PTP's Client newsletter, you may request a refund of the subscription paid within fourteen days of placing your order, provided that no edition of the newsletter has been supplied to you within this period. We are unable to make refunds outside the periods stated.

Invoicing policy

If you have requested us to invoice you for a subscription to PTP Limited’s Client newsletter or for our Budget Client newsletter, payment is due on each invoice submitted within thirty days of the date on the invoice. However, no branded newsletter will be supplied to you until the amount due on the relevant invoice has been paid in full.

If you have any questions, please do not hesitate to contact us.

**Client Information:**

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| --- | --- |
| Package Type\* | Choose an item. |
| Full company name and address including postcode | Click or tap here to enter text. |
| Subscription package required\* | Choose an item. |
| Edition you would like your Newsletter to begin\* | Choose an item. |
| Tel No | Click or tap here to enter text. |
| Website address | Click or tap here to enter text. |
| Point of contact within the firm – including email address | Icon  Description automatically generated with medium confidence*This will be the person we need to speak to if we have any questions and, if applicable, to email the pdf copy of your newsletter to*  Click or tap here to enter text. |
| *CLIENT BRANDED - COMPLETE THE SECTION BELOW* | |
| Your logo: | *NOT MANDATORY*  This needs to be emailed in an image format- jpg, gif. png. etc.  **Please note** *sending a .pdf with your logo on, eg. a letterhead is not recommended as some of the quality detail can be lost when transferring into the Client Branded Newsletter header* |
| Company strapline/ mission statement: | *NOT MANDATORY*  Click or tap here to enter text. |
| Newsletter ‘Calls to Action’ wording\* | Choose an item. |
| Your regulatory requirement wording | *NOT MANDATORY*  Click or tap here to enter text. |
| Contact email address – to include within the newsletter | Click or tap here to enter text. |

\*Please choose from dropdown menu

Icon

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