

Thank you for your support for the **TotalProfessions.com** career portal. Please complete the order form below and email it to Kate Danbury, sales@ashridgecommunications.com or fax it to **0844 3351963**.
 If you have any queries completing this form please telephone: 01442 876605
 All entries have a unique login and the ability to amend copy throughout the year.
 Please tick the relevant box below to specify which level of directory entry and time period you would like to book for your organisation's directory entry on TotalProfessions.com (rate varies according to organisation size). Please refer to table below.

Name:

Job Title:

Organisation Name:

Address:

Invoice address if different from the above.

Contact Telephone Number:

Contact Email Address:

| Profession Finder Directory entry costs Varies by organisation size based on income from membership subscriptions and/or registrant fees | Entry Time Period | Small (less than £250k) | Medium (between £250k and £1m) | Large (more than £1m) |
|--|--------------------------|-----------------------------------|--|---------------------------------|
| Enhanced Member Listing (Entry in up to two relevant sectors, organisation logo, one line of descriptive text and a website link to careers resources) | 6 months | <input type="checkbox"/> £100 | <input type="checkbox"/> £130 | <input type="checkbox"/> £160 |
| | 12 month discount | <input type="checkbox"/> £170 | <input type="checkbox"/> £221 | <input type="checkbox"/> £272 |
| Supporting Member (Advert displayed on relevant pages of website, listed in marketing material as a key supporter with use of logo and links to resources, entry in up to two relevant sectors, organisation logo, descriptive text and a website link to careers resources) | 6 months | <input type="checkbox"/> £200 | <input type="checkbox"/> £400 | <input type="checkbox"/> £600 |
| | 12 month discount | <input type="checkbox"/> £340 | <input type="checkbox"/> £680 | <input type="checkbox"/> £1020 |
| Lead Sponsoring Member (Expanded sub headings sections covering: qualifications and training; career resources; types of roles and salaries, website links to all resources, advert featured on home page and other relevant areas of the site, three career path case studies published, listed at top of marketing material as a key supporter with logo and web links, entry in up to two relevant sectors, organisation logo and descriptive text) | 6 months | <input type="checkbox"/> £700 | <input type="checkbox"/> £1100 | <input type="checkbox"/> £1500 |
| | 12 month discount | <input type="checkbox"/> £1190 | <input type="checkbox"/> £1870 | <input type="checkbox"/> £2550 |

Please accept this completed order form as a confirmed booking for a directory entry for TotalProfessions.com at the total cost of plus VAT for a (12 or 6) month period commencing
PAYMENT TERMS 30 DAYS.

Purchase Order Number (if applicable)

Signature: _____ **Date:** _____

Sector for your entry:
 (see list here - <http://www.totalprofessions.com/profession-finder>)

Once confirmed orders are received they cannot be cancelled, other terms and conditions available on request.
 Please scan and email to: sales@ashridgecommunications.com, alternatively you can fax your order form to: 0844 3351963 or post to: Professional Careers Ltd, 271 High Street, Berkhamsted, Herts HP4 1AA

What Happens Next?
 An invoice for the order specified will be sent to you and we'll remind you of your password to add/amend your directory entry as you require.