



JOBSHOP

BOOKING FORM



JOBSHOP BOOKING FORM

Business Name:

Contact:

Position:

Role Advertised:

Invoice Address:

Postcode:

Telephone:

Email:

Clear Form 





JOBSHOP BOOKING FORM

Terms and Conditions:

1. Full payment will be due 30 days after confirmation of booking has been received. Full payment will be required immediately for all bookings received within three weeks of activity date. Failure to pay in full will risk loss of the media in question. Any media lost through non-payment will be invoiced as cancelled bookings (see (02) below).
2. Any media booking may be cancelled provided that written notice is received by JobShop no less than 28 days prior to the campaign/ event/media start date. Cancellations made within 14 days of the start date will be charged at full price. Cancellations made within 15-28 days of the start date will be charged at 50%. Cancellation charges are calculated from the day that written confirmation is received by The Union.
3. Failure to comply with any aspect of these Terms and Conditions will result in the removal of permission to advertise. The Union will not refund any payments under these circumstances.
4. In the event that for any reason The Union shall cancel all or any part of a publication, or be unable to perform their obligation under this agreement, the liability of The Union shall be limited to the refund of any payments made by the business to the Students' Union under this agreement.
5. We reserve the right to refuse distribution of any material we deem to be unsuitable. This includes, but is not limited to material that contravenes our Equal Opportunities policy, which is available on request. Our decision is final.
6. If you are unsure about the suitability of your material, please send a copy of the material or an outline of the promotion to JobShop, University of Manchester Students' Union, Oxford Road, Manchester, M13 9PR t: 0161 306 3279 e:jobshop@manchester.ac.uk
7. If you have booked advertising and your material is deemed unsuitable for distribution, no refunds will be given.
8. The Union take no responsibility for the content of any advertisements and will not be held liable for any transactions that may be completed as a result of the promotion or advertisement at The Union.
9. Multiple businesses cannot be promoted under one booking. Any bookings booked under one business name which subsequently are shown to promote multiple businesses opportunities will not be shown. In this event, no refund will be given.
10. All job advertisements must comply with National Minimum Wage. Failure to do so may result in your booking being rejected.
11. All job advertisements will not exceed the maximum of 20 hours of work per week. Failure to adhere to this may result in your booking being rejected.



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Terms and Conditions of booking:

- Once submitted this booking form is legally binding, please do not submit unless you are authorised to do so and your organisation is prepared to be bound by this contract.
- I/we have read the terms and conditions above and are aware of and agree to these and all other relevant conditions.
- I/we hereby apply for the above mentioned package(s) as specified and agree prices, submitting this form does not constitute a confirmation of booking.

Name:

Position:

Signature:

Date:

SUBMIT FORM 

CLEAR FORM 

