



EXPRESS COMMUNICATIONS LTD

P. O. Box 56645, Nairobi 00200, Tel: 020-2228055, Fax: 020-2212913, E-mail: info@expressmediakenya.com

White Copy: Client
Pink Copy: Accounts
Green Copy: Book

Express Communications Ltd

ADVERTISEMENT ORDER

ECL PUBLICATIONS & EXHIBITIONS

- Digital Advertising & Website Development
- Kenya Healthcare Showcase
- Kenya Products Directory
- Kenya Careers Information Guide
- Conferencing & Events Guide
- Nairobi International Education Fair
- Kenya Education Directory
- Kenya Medical Directory

ECL WEBSITES

www.expressmediakenya.com • www.educationinkenya.com • www.healthcareinkenya.com • www.kenyaproductslist.com
• www.kenyabusinesslinks.com • www.eventsguidekenya.com

VAT NO. 0103706M
PIN NO. P000602127H

Date: _____

ORDER NO. _____

Project _____ Edition _____

Name of Firm _____

Physical Location _____

County _____ Country _____

P. O. Box _____ Town _____ Code _____

Tel _____ Fax _____

E-mail _____ Website _____

Nature of Business _____

Sector _____ Sub-Sector _____

Contact Person _____ Title _____

Space Booked _____ Period _____

Special Instructions _____

Advertisement Period as appropriate

Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec

This Order must be signed by an authorised signatory e.g Partner, Managing Director, General Manager, Marketing Manager, Finance Manager, Company Secretary, etc.

All payments to Express Communications Ltd.

Payment options as appropriate.

25% Deposit Mandatory to Confirm Booking for Publications.

10% Discount given to advertisers who accompany orders with Full Payment for Publications.

50% Deposit Mandatory to confirm Booking for Exhibitions.

• **Cancellation:** Cancellation of Booking can be done in writing without penalty within 14 days of Booking.

• **Note:** Any payment which remains outstanding 30 days after the Event or Publication will attract **five (5) per cent** interest per month until full settlement is done. The publisher reserves the right of arranging the adverts appropriately unless the advertiser specifies in the contract.

Amount payable Shs _____ In words _____

Name of person awarding the order _____

Designation _____ Date _____

Signature _____

Client's Official Rubber Stamp

Sales Rep's Name _____

NOTE

1. This Order is not a receipt. Obtain a receipt for any payment made.
2. All cheques should be crossed and payable to Express Communications Ltd.
3. Please sign and rubber stamp all copies.