



LRC Year Book Advert

PLEASE SUBMIT THIS COMPLETED FORM WITH YOUR ADVERT

Closing date: 22nd December 2017

Please complete the following **IN BLOCK CAPITALS** or typed, and enclose it with your year book advert, either by post or by e-mail. **Please note:** if your advert is sent by e-mail it will not be processed for inclusion until the correct payment has been received.

Prices: 1 colour page £80, 2 colour pages £150, 3 colour pages £230, 4 colour pages £300

1 black & white page £40, 2 black & white pages £75, 3 black & white pages £110

Prices include one photo on each page. Each extra photo: colour £15.00; black & white £5.00
Please add £10 per page if you want it bled out to the edges.

OFFER: If we receive your page and payment before 30th November there will be no charge for extra photos or bleed out to the edges.

Once submitted, changes to your page(s) may be charged. Late additions such as awards, hip scores etc will not incur extra costs if you have notified us when sending your page(s).

Affix / Page Heading Name

Colour / black & white (*please circle*) number of pages Total number of photos

(*Please circle*) Photos sent as: hard copy / e-mail / by photographer (name).....

The following information is for use by the Editor and will not be shown on your advert if you have not included it. Please complete all the contact details below.

Address:.....

Total cost: £

.....

Paid by: cheque / bank transfer / cash

.....

.....

Telephone:

E-mail:

Proof page to be sent: (Please tick as required)	<i>For office use only:</i>
E-mail: <input type="checkbox"/>	
post: <input type="checkbox"/>	

NOTES FOR GUIDANCE

Please type or print your text to avoid errors and to make your wishes absolutely clear, and state whether you want colour or black and white at the top of each page. If it helps, mention a page number or advert you have seen in the previous year's book to explain what you want. Please check bullet points at bottom of page!

PHOTOGRAPHS: Usually the focal point of your page, so you are strongly advised to use one of the professional photographers often available at shows throughout the summer. A poor quality photo will completely spoil your page. You must own the copyright of photos used, and professional photographers do like to be acknowledged at the side of the photo, if possible. Photocopies of photos cannot be used.
Please print the names of the dog and the owner on the reverse, ideally using a label, as the text and photos will be separated during the printing process, and could easily be lost. Photos will be returned to you but cd's will not, unless specifically requested.

Copy can be received by e-mail, or CD and it is helpful if a paper copy can be included to show exactly the layout you want. **We can also accept written copy plus photos – please write legibly.** If you send by E-mail please note that I cannot process your review until payment has been received. E-mails and their photos should include your affix in the file name. Photocopies of photos cannot be used, and if you print your own digital photos please e-mail them as an **attachment**, not within the text of your e-mail.

BLEED - When tints or images run right up to the edge of the page the Printers have to add bleed. This is just extra image outside the page area to assist the Printers when trimming the job. The standard bleed requirement is 3 mm on all four edges of the page. **If you are supplying your own artwork please ensure that you have added bleed.**

DIGITAL PHOTOS – must be at least 1600 pixels by 1200 pixels or better, using normal compression (i.e. the least compression). The file size will be approx. 850k at these settings. This will be a **JPEG file**.

TEXT: should be kept to a minimum to enhance the size of the photos. If you choose to make reference to eye or hip examination results please state the scheme used and the date of the most recent certificate. Please try to avoid any misleading statements about particular achievements, e.g. "Top Dog 2003" would be unacceptable, but Top Winning Labrador 2003 (Dog World) would be in order.

DATA PROTECTION ACT 1984 – All Club members are advised that their membership details are now kept on a computer database. The membership list is only available in its own right to members, although it is on general sale as part of the Club's annual Year Book.

NOTICE TO ALL ADVERTISERS

Opinions expressed in the Year Book, in articles or in individual kennel reviews, are not necessarily those held by members of the Club or the Committee. The Club reserves the right to decline any advertisements.

Whilst great care will be taken of your photographs please note that no liability can be accepted by the Labrador Retriever Club or its officers for loss or damage to advertisements or photographs, caused by postage, handling, error or inaccuracy in printing.

Please do not stick photos onto text. Make sure they are correctly labelled on the reverse with your name and affix.

Please note cheques should be made payable to The Labrador Retriever Club. If you prefer to pay by Bank Transfer please inform me of the **date of transfer and the amount paid (reference Year Book).**

ONLY UK currency, we cannot accept Eurocheques or credit cards. No responsibility can be accepted by the LRC for cash lost in the post.

Bank details - **Account:** The Labrador Retriever Club
Account Number: 41387619 **Sort Code:** 60-40-09

IBAN: GB57NWBK60400941387619
BIC: NWBKGB21

**PLEASE READ THE INFORMATION ABOVE
AND COMPLETE THE FORM OVERLEAF**

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