



ADVERTISING BOOKING REQUEST FORM
(For these dates only: April 2026 - March 2027)

Contact details

Company / Organisation / Nature of Business:

Name of contact:

Address:

Telephone: Home:

Business:

E-mail:

Please indicate your advertising requirements below:

Size of advert	Tick one box	Dimensions (approx.)	Cost (for information)
Standard size		5 cm tall 5.8 cm wide	Single insert: £ 19.60
			Series of 6 inserts (20% discount) £ 94.08
			Series of 12 inserts (30% discount) £ 164.64
Larger size, portrait		8 cm tall 5.8 cm wide	Single insert: £ 33.70
			Series of 6 inserts (20% discount) £ 161.76
			Series of 12 inserts (30% discount) £ 283.08
Larger size, landscape		5 cm tall 12 cm wide	Single insert: £ 43.10
			Series of 6 inserts (20% discount) £ 206.88
			Series of 12 inserts (30% discount) £ 362.04
Super large, portrait		11.6cm tall 8cm wide	Single insert only For one-off events based in Painswick £ 68.00

When advert is to appear	Tick one box
All months (April 2026 – March 2027)	
Alternate months	Starting in April
	Starting in May
Or please state which months:-	

Advert design/artwork	Tick one box
As existing	
Already sent	
To follow shortly	
Would like some help	

Please tick this box if you wish to reserve advertising space in all 12 issues but pay for 6 months at a time. (Note this qualifies for a discount of 20%, not 30%).

I acknowledge the terms and conditions overleaf.

Signed: Date:

Completed Forms should be returned:-
 by post to: Address on request
 by email to: advertising.beacon@painswick.net
 by hand into the green Beacon letter box situated next to the phone box at the corner of New Street and Victoria Street, with the envelope marked "Box Advertising".

Advert Design/Artwork Guidance

Artwork supplied by the advertiser must be in proportion to the space booked. We prefer that it is exactly twice the size of the advert required, in a computer file preferably in jpg format at 600 dpi. Please get in touch if you are looking to provide in a different format. It should include a distinct line box surround.

As we send artwork to our printers in 600 dpi definition, the quality of that supplied to us is critical.

Examples of adverts can be seen in recent issues of the Beacon, or on our website: www.painswickbeacon.org.uk.

Please note that copies of The Painswick Beacon on our website are at a lower resolution than the printed version. Small font size text may be legible when printed, but not on-line. If in doubt check other adverts with similar font sizes. We will endeavour to print adverts in colour, but no guarantee is given.

Where we have concerns about the artwork, we may offer suggestions to address those concerns.

Artwork should be sent by email to us at the email address above. It must be received no later than the first week of the month before the month in which the advert is to be published (this is typically four weeks before publication date and two weeks before the issue is prepared). This allows time for any problems to be resolved.

Please get in touch at the earliest opportunity if you would like us to help prepare your artwork.

Terms and conditions

Booking

A Booking Request Form must be completed by all advertisers.

Booking requests for the year starting in April are invited from mid-January. All requests received by a specified date in mid-February (the end of the priority booking period) will then be considered and an allocation made giving, inter alia, priority to Painswick based businesses. Advertisers will be advised of the outcome shortly thereafter and invoices issued. Bookings received after the end of the priority booking period will be treated on a first come first served basis.

Space limitations

The amount of space available for advertising is strictly limited. Some requests may fail as a result.

Invoicing and Payment

Payment should not be sent with the Booking Request Form. An invoice will be issued after the advertising request has been accepted. Payment must be made by the specified date (usually about three weeks later).

Adverts will not be published unless payment has been made by the specified date.

Deadlines

The Painswick Beacon is normally published on the first Saturday of the month. To ensure publication, booking forms and completed artwork must be received by us no later than five weeks before it is to be published. Earlier is helpful.

Date sensitive adverts

The responsibility of notifying us of changes where the content is date sensitive lies with the advertiser. We reserve the right to use the previous advert (or a default advert if provided) if the amended advert is not received in time.

Cost

The cost of each size of advert is set out on the booking form. Discounts are given for 6 and 12 adverts appearing during the year and paid for at the outset. Discounts expire if payment is not made by the date specified.

The full discount is not available if you plan to change the advert frequently. Please get in touch to discuss your requirements. We reserve the right to charge £10 for more than one change during the year.

Artwork

We are pleased to receive an advertiser's own artwork, though it must comply with the guidance set out above.

We can usually offer to help produce the artwork where the advert comprises text with or without a jpg image or logo supplied to us. We will not publish until the advertiser has confirmed the advert is satisfactory. Please allow sufficient time for this process to be completed by the deadlines set out above. Please discuss timescales with us at the earliest opportunity if you require our help.

Advertiser's Obligations

Adverts are accepted on the understanding that full responsibility lies with the advertiser for ensuring that the material provided for publication is accurate, not misleading, and does not contravene any legislation, copyright or codes of practice in force at the time of publication.

Beacon Errors – Liabilities

We will not charge for an advert:- either if the Beacon fails to publish the advert; or if the Beacon makes a mistake in printing an advert (provided we are notified immediately after publication) and it substantially detracts from the advert.

Advertising requests are accepted on the understanding that the Beacon has no other liabilities whatsoever. Adverts may be refused for any reason in which case any payment made for that advert will be refunded.