



25 YEARS OF MAKING
BUILDINGS WORK

CSA COMMISSIONING JOB VACANCIES ORDER FORM

NAME: _____ TITLE: _____

CSA MEMBERSHIP NO: _____ COMPANY NAME: _____

ADDRESS: _____
_____ POST CODE: _____

DAY TIME TEL NO: _____ MOBILE NO: _____

E-MAIL ADDRESS: _____

START DATE OF AD: _____ DURATION OF AD: _____ *(Minimum of 1 month -
Maximum of 3 months)*

HEADLINE FOR JOB AD: *(no more than 7 words)* _____

CONTENT FOR JOB AD: *(no more than 75 words)* _____

PRICING: £258 PER ADVERTISEMENT PER MONTH (£215 + VAT) paid in advance

PAYMENT OPTIONS: DEBIT/CREDIT CARD INVOICE + *(ORDER NO. if applicable):* _____
(please tick appropriate box):

SIGNATURE (Sign & Print Name) _____

Date: _____

PLEASE SEE NEXT PAGE FOR INSTRUCTIONS ON PURCHASING & SUBMITTING YOUR CLASSIFIED AD.



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INSTRUCTIONS FOR CSA COMMISSIONING JOB VACANCIES ADVERTISEMENTS

Please send Order Form in electronic format to Julie or Michelle at office@csa.org.uk using the following instructions:

1. Attach proofread copy up to 82 words (**total**).
2. No artwork in the copy, any artwork will be disregarded.
3. Headlines may be up to **7 words** long and must fit on a single line.
4. Content will be edited to fit the style guide used for publishing the CSA website (fonts, font sizes, colours etc.)
5. Payment **must be received** before the Ad can be posted. Ads will automatically be removed the day after the scheduled end-date.
6. Members may renew their ads at any time, however, if the ad has already been removed from the website, there will be a £20 admin. charge to re-upload the ads.
7. You may change your Ad at any time, however, an admin charge may be applied dependent upon the amount of alterations required.
8. You may cancel your Ad at any time with no extra charge.