

ALEP Online Advertising **Terms and Conditions**

The acceptance of orders is subject to the availability of space. The Association of Leasehold Enfranchisement Practitioners (ALEP) reserves the right to refuse or withdraw advertisements as it sees fit.

It is the advertisers' responsibility to ensure all advertisements submitted are in the correct format for use, as specified by the ALEP at the time of booking. All orders must be confirmed in writing.

Advertising on the ALEP website is available on a first-come-first-served basis may be booked for either a three-month or six-month slot at any one time. Practitioners who have advertised for six months, can return subject to availability and by arrangement. Cost per month is £200 (ex VAT) and the advertisement will run on a rotation basis across the site – excluding the profile pages of other member firms.

ALEP reserves the right to vary the advertisement rates and the terms of the contract regarding space or frequency of insertion or other matters at any time, and orders are accepted on the basis that any alteration or amendment becomes effective immediately on any outstanding insertion.

If an advertisement is received in an incorrect format and alteration involves radical changes it will be charged at cost.

For further information, please see the privacy policy on the [ALEP website](#).

Cancellations: No cancellations will be accepted following the period of 10 working days from the date of the ALEP's acceptance of a booking.

Artwork Deadlines: All advertisement artwork must be received no later than 10 working days prior to the agreed advertisement publish date.

Repeat bookings: ALEP will contact advertisers towards the end of their agreed advertisement period to confirm renewal (subject to space) or cessation of booking.

Please sign below to confirm you have read and agree to the above terms and conditions:

Sign:

Date:

Name:

Member firm:

Please return completed document to info@alep.org.uk