

GUIDE TO BOOKING A VOLUNTEERS AD

If you have not advertised in the Guardian before, please complete the information below

Invoice details only. Please use block capitals.

Company Name _____

Full Contact Name _____

Telephone Number (day) _____

Address _____

_____ **Postcode** _____

Do you have charitable status? YES/NO (delete as appropriate)

Charity Number _____ **(Registered Charities are VAT exempt)**

Have you used the Volunteers section before? YES/NO

Please read the following before booking a Volunteers advert.

- Volunteer adverts appear within the Wednesday Society section.
- Email or fax detailing the aims of your organisation and the type of volunteer work offered.
- All voluntary work must be unwaged.
- Please ask for confirmation of size and price
- Your notice will appear in the next available Volunteers columns unless other dates are specified.
- Volunteer ads are **text-only**
- Deadline is Thursday for insertion in following Wednesday edition. Although we cannot guarantee appearance on any specified date (see Notice to Advertisers)

Size (tick preferred size) **Rate** (before VAT) as of **August 2008**

- 4 cms x 3 columns width (94 mms) £120.00 (**max 80 words**)
- 8 cms x 3 columns width (94 mms) £240.00 (**max 140 words**)

You can now post your text on guardianjobs.co.uk **free of charge** in addition to your print advertisement, Text listings remain on the site for 1 month or until the closing date.

- Text listing ONLY on guardianjobs.co.uk £50.00

For further information and queries tel: 020 7611 9122

**Please attach your text with this advert, or alternatively
Email your copy to the following address:**

advertising.copy@guardian.co.uk

Or Fax: 020 7278 6046

**Or Post: The Guardian & Observer, VOLUNTEERS,
Mono Operations, 4th Floor, 5-7 Herbal Hill, London EC1R 5EJ**