

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.

- Volunteers' adverts appear within Wednesday's SocietyGuardian 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 Friday for insertion in following Wednesday edition. Although we cannot guarantee appearance on any specified date (see Notice to Advertisers)

New rates effective 1 July 2007

Tick preferred size. Rates are exclusive of VAT

- 4 cms x 3 columns width (94 mms) £84 (max 80 words)
- 8 cms x 3 columns width (94 mms) £168 (max 140 words)

You can now post your text on Guardian Jobs website **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 9099

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