



British Columbia & Yukon

# EMAIL BLAST ORDER FORM

Date:  First Name:  Last Name:

Company:

Address:

City:  Prov:  PC:

Telephone:  Fax:  E-mail:

### Booking Request (Subject to Availability)

**Standalone Email Blast**  
Sent Mondays and Tuesdays

**Professional Development Updates**  
Sent bi-weekly on Fridays

**Regional News**  
Sent Thursdays  
All  
Lower Mainland  
Vancouver Island  
Interior  
North

(Please multiply applicable ad rate by number of dates or date range to calculate advertising fees.)

Non-Member Rate	Member Rate	Industry Partner Rate
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List Ad Date(s) OR Date Range

I have read and understand the terms and conditions on the following page.

Please complete the following payment information.

Bank Transfer	Advertising Fees	<input type="text"/>
Interac e-Transfer	GST/HST	<input type="text"/>
Credit Card	Total Charge	<input type="text"/>
Cheque		

Payable to **CPHR BC & Yukon**

*Please calculate GST/HST at the rate in effect in your location. Purchasers located outside of Canada are not subject to tax. Reg #119446714*

If you are paying by bank transfer or e-transfer, an invoice will be issued with payment instructions.

Name on Card:  Credit Card #:

Signature: \_\_\_\_\_ Expiry Date:  CVV

I agree with the above charges. In the event my credit card is declined for any reason, I understand I will be charged an additional processing fee of \$30.00. Please charge my credit card the Total Charge indicated above.

Chartered Professionals in Human Resources of  
British Columbia and Yukon  
1101 - 1111 W Hastings St  
Vancouver, BC V6E 2J3  
[www.cphrbc.ca](http://www.cphrbc.ca)

Telephone 604.684.7228  
Toll Free 800.665.1961  
Facsimilie 604.684.3225

## **TERMS & CONDITIONS**

### **CLOSING DATES FOR MATERIAL**

Client must supply required ad materials, to the specifications required by CPHR BC & Yukon a minimum of 5 business days prior to the ad run date. CPHR BC & Yukon must review and approve all ads. Failure to supply CPHR BC & Yukon with ad material by required dates may result in the forfeiture of secured ad space.

### **ADS CONTAINING OFFERS**

Clients offering and promoting discounts, special prices, or perks must have the prior approval of CPHR BC & Yukon and disclose all limitations and any expiry date of offer prior to run date.

### **CANCELLATIONS**

This contract is non-cancellable within the 5 business days prior to run date. All cancellations must be received in writing prior to this date. In the event of a cancellation before closing date, an advertiser who has been granted a frequency discount or a package discount agrees to pay an adjustment to the rate applicable.

### **ERRORS**

The maximum liability of CPHR BC & Yukon is limited to the space charged for the email advertisement in which any errors occurred. Any error will be rectified by a "make good" advertisement in the 3 months following the error. Errors existing in the supplied proof/content and have not been corrected by the advertiser are not the responsibility of CPHR BC & Yukon.

### **EDITORIAL CONSIDERATIONS**

It is clearly understood and agreed that advertising and editorial are totally separate, and that no special editorial considerations of any kind shall be a part of this agreement. Because of this policy of separation of advertising and editorial, the sales representatives have no authority to discuss or make editorial commitments, unless previously agreed upon by the publisher.

### **JOINT AND SEVERAL LIABILITY**

All contracts must be signed by agency responsible for account payment on behalf of advertiser, and agency accepts joint and several liabilities with advertiser for payment under this contract.

### **INTEREST CHARGES**

Advertiser and/or agency agree to pay interest charges at 2% per month (24% per year) on unpaid net balances after 30 days from billing date.

### **COPY CONTENT AND DESIGN**

All advertising content design must be acceptable to CPHR BC & Yukon. Suitability of copy and design is judged at the sole discretion of CPHR BC & Yukon. The advertiser represents and warrants that all copy supplied by or on behalf of the advertiser and used in the advertising does not and will not violate any law, rule or regulation of any government authority or infringe upon or violate any trade mark or copyright or any other right whatsoever of any person. The advertiser agrees to indemnify and hold harmless CPHR BC & Yukon from and against any and all liability, costs and expenses, including legal costs, incurred by CPHR BC & Yukon, arising out of a breach of such representation and warranty or the use or publication of any such copy.

### **AD MATERIAL**

Publisher will not be responsible for ad material beyond 12 months after publication.

### **NO FUTURE RATE PROTECTION**

The Email Advertising rates appearing on the face of this contract are our current rates at time of signing. CPHR BC & Yukon reserves the right to alter rates from time to time for future advertising. Rate changes by CPHR BC & Yukon do not affect the rates which has been agreed in this contract.

### **NO ASSIGNMENT OR SUBSTITUTIONS**

Sponsor may not transfer or assign this contract without CPHR BC and Yukon prior approval.

### **GOVERNING LAW**

This Contract is governed by the laws applicable in British Columbia, Canada.

### **ENTIRE CONTRACT**

This contract represents the entire agreement between the advertising client and CPHR BC & Yukon and no oral statements or representation made in connection herewith shall affect the legal position constituted here.

## **THANK YOU FOR YOUR BUSINESS!**

Chartered Professionals in Human Resources of British Columbia and Yukon

1101-1111 W. Hastings Street, Vancouver, BC V6E 2J3

Tel: 604-684-7228 Email: [info@cphrbc.ca](mailto:info@cphrbc.ca)