

**Institute of Cemetery & Crematorium Management
ICCM Recruitment Service**

Terms and Conditions

The following terms and conditions are applicable to ICCM Recruitment Service:

1. The client will provide the text (and any logos if required) for inclusion in the advertisement via email. Text and /or logos received in any format other than electronic will result in delay due to additional set-up requirement. Alternatively the client can provide a pdf of the final advert that will not be altered.
2. The advertisement will bear the heading 'ICCM Recruitment Service' and will incorporate the ICCM's registered office address as a footnote (Copies of past advertisements can be provided to Clients on request for guidance) where this can be incorporated.
3. The ICCM will provide the client with a proof copy of the layout of the advertisement for approval. All reasonable alterations to the proof copy required by the client will be made by the ICCM following which a second proof copy will be provided. This clause is not applicable where the client provides a final pdf advert.
4. On receipt of acceptance of final proof the ICCM will distribute the advertisement to all active members at their email addresses within 96 hours. Those members that do not have access to email will be sent a paper copy that will be posted 2nd class mail.
5. The advertisement may be included with other electronic ICCM circulars or advertisements etc which are sent to members periodically. Should there be no other ICCM membership circular due to be distributed then the advertisement will be distributed singularly in order to guarantee the above 96 hour commitment.
6. The current fee for distributing an advertisement through ICCM Recruitment Service is £960 + VAT. The client will issue an official order to the ICCM on acceptance of the final proof copy of the advertisement. On the day that copies of the advertisement are distributed to its members the ICCM will prepare and forward an invoice to the client who will pay such invoice within 30 days of the day of distribution.
7. The ICCM reserves the right to refuse to circulate any advertisement to its membership should it be considered that such advertisement is inappropriate.

I accept the above terms and conditions for advertising the post of:

(Insert post title)	
Signed	
Print Name	Date
On behalf of (authority / company)	
Address	
Post Code	
Telephone number	
Fax number	
Email address	
Official Order Number	