

■ 1. Order Bookings:

- All order bookings must be confirmed in writing.
- No order booking or invoice will be processed unless a valid purchase order number is supplied at the time of booking.

■ 2. Cancellations:

- Notification of cancellations must be received in writing and will be subject to a penalty charge of 50% of the amount due if they are made after the booking deadline.

■ 3. Technical Requirements and Deadlines:

- The advertiser accepts and agrees to comply with the technical requirements and deadlines as set out in the current advertising ratecard.

■ 4. Payment Terms:

- Accounts payable, by an Agency which is recognised by the RTÉ Guide and which is granted a credit listing, shall be paid to the RTÉ Guide not later than the last Working Day of the month following the month during which publication of the advertisement occurs.
- All invoicing shall be issued on the last working day of the month in which the advertisement is published.

■ 5. Acceptance of Advertisements

- All advertisements and competitions shall be subject to the approval by the RTÉ Guide to ensure compliance with all relevant legislation including RTÉ's own internal Codes on Advertising (and which shall be amended from time to time) as well as compliance with Code of Advertising Standards for Ireland maintained by the Advertising Standards Authority for Ireland (ASAI).
- The RTÉ Guide reserves the right, at its absolute discretion and without incurring any liability, to decline to publish any advertisement without giving any reason for so declining but in such event the Advertiser or Agency shall not be liable to pay for any advertisement, which the RTÉ Guide so declines to publish.

■ 6. Acceptance of Terms and Conditions:

- The placing of a booking with the RTÉ Guide by an Agency or Advertiser shall be deemed acceptance by it of these terms and conditions.

■ 7. Competitions

- Agency commission is not payable for competition bookings in the RTÉ Guide

■ Publication & Copy Dates

- Published weekly: On sale every Monday
- Latest date for copy: 6 days before on sale day
- Latest date for competition copy: 14 days before on sale day
- Booking deadline: 10 days prior to on sale date
- Cancellation: 21 days prior to sale day