

CAMPAIGN INSERTION ORDER (IO)

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| SABC FINDER | |
| Date of IO: | |
| Ordered by: | |
| E-Mail Address: | |
| Invoice address: (Complete in Full): | Billing Reference |

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| CONTACT DETAILS: | |
| Booking Agency: | |
| Booking Agency Tel: | |
| Creative Agency: | |
| Creative Agency Tel: | |
| Billing Agency: | |
| Billing Agency Tel: | |
| SABC DM Name: | |
| SABC AE Phone: | |
| SABC AE Email: | |

PLEASE COMPLETE ALL MISSING INFORMATION BEFORE RETURNING IO TO US!

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| BOOKING INFORMATION: | |
| Advertising Client: | Start Date: |
| Campaign Name (Complete in Full): | End Date: |

| Website | Section | Banner or Buttons | Impressions | Date/ Month | Months | CPM | Actual Campaign Value |
|---------|---------|-------------------|-------------|-------------|--------|-----|-----------------------|
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| Campaign Value: | |
| VAT: | |
| Cost to Client: | |

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| NOTES & SPECIAL INSTRUCTIONS: |
| This IO is valid for 7 days only. |
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| ADDITIONAL INFORMATION: | |
| Click-through URL(s): Please specify: | |
| Specific targeting required? Please specify: | |
| Alternate text Required? Please specify: | |
| Email Addresses for report back purpose: | Weekly? Yes |

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| SIGNATURE: | |
| Duly Authorised on behalf of the SABC by: | Duly Authorised on behalf of the ADVERTISER/AGENCY: |
| Name: _____ | Name: _____ |
| Date: _____ | Date: _____ |
| Signature: _____ | Signature: _____ |

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| TERMS & CONDITIONS: |
| <p>All bookings are subject to the standard SABC terms and conditions for the sale of adverts on websites and which are available at http://www.sabc.co.za (advertising) and which, by signing this Insertion Order, the signatory is deemed to have read and understood. The signatory also accepts those terms and conditions. The following should be particularly noted:</p> <p>1) Material Specifications: Strictly in keeping with the websites sales kit</p> <p>2) Deadlines: All bookings are subject to availability with the receipt of a signed SABC Insertion Order serving as confirmation. Completed IO's, together with all relevant material must be received by SABC no less than five working days before campaign start. Late delivery may result in campaign delay.</p> <p>3) Cancellations: Campaign cancellations must be received by SABC in writing, no less than seven days prior to the scheduled start date. Failure to comply will result in 50% of campaign value being charged.</p> <p>4) Postponements: Campaign postponements outside the scheduled duration must be received by SABC in writing no less than seven days prior to start date. Failure to comply will result in 50% of campaign value being charged.</p> <p>5) Rates: All stated advertising rates are exclusive of VAT but inclusive of settlement discount at 16.5%</p> <p>6) Payment: Payment must be received by SABC no later than 30 days after invoice date. If the advertiser does not hold an account with the SABC payment must be made upfront.</p> <p>7) Settlement Discount: Settlement Discount (previously called Commission) other than 16.5% is only relevant where independent sales agents has a written contract for sales with the SABC.</p> <p>8) Over & Under Delivery: A maximum of 10% under or over delivery is acceptable as a industry standard. If impressions are delivered 10% over or 10% under the number of booked impressions as signed off on the Insertion Order (IO), the originally agreed amount as per the IO will be invoiced in full.</p> <p>9) Production Costs: All production costs are excluded from this IO, and are strictly for the account of the client.</p> |