INSIDE TIME LIMITED
TERMS AND CONDITIONS

NEWSPAPER ADVERTISING

Advertising Agreement
The Planned Advertising Agreement (PAA) used to pre book a series of adverts is not a binding contract. There is no penalty for cancellations, providing with the required notice has been provided as stated below.

Cancellation or Suspension by Advertiser
To cancel or suspend advertising in any issue of the newspaper simply notify Inside Time in writing by the 1st of the month preceding the month of the relevant issue latest (i.e. notice by 1st March for April issue). A written acknowledgement will be issued to the advertisers and must be retained. Without this we accept no responsibility and the advert will be charged.

As a discount is applied to the prices charged based on the number of adverts pre booked. Following any cancellation or suspension the discount applied will be adjusted retrospectively to reflect the revised number of advert insertions once a change has been made.
A supplementary invoice will then be issued to adjust the discount applied. There will be no retrospective discount adjustment if the advertiser has advertised on a continuous basis beyond the initial twelve month period covered by the PAA (i.e. has not opted for a fixed end date).

Cancellation or Suspension by Inside Time
If an advertisers account is not maintained in accordance within the terms Inside Time reserves the right to withdraw the adverts from future publications and will suspend account facilities. All outstanding balance becomes due for payment immediately. Should full payment not be received within 14 days an external collection agency will be instructed to act on Inside Time’s behalf. Any fees incurred will be added to the a outstanding amount together with statutory interest and charges under the Late Payment of Commercial Debts (Interest) Act 1998.

Payment Terms
Regular advertisers will be invoiced monthly as each issue goes to print. Payment is due within fourteen days of the invoice date. Failure to maintain the account in accordance with these terms may result in advertising being withdrawn and additional charges relating to the collection of outstanding and overdue invoices. Payments received will be allocated to the oldest outstanding invoice(s).

Advert Design Ownership
The free advert design, setting and updating service provided by Inside Time is for adverts that appear exclusively in Inside Time’s publications and on its website. If these adverts are subsequently used in any other publications or used elsewhere Inside Time reserves the right to make a charge for the design service.

WEBSITE ADVERTISING AND SPONSORSHIP

All website advertising and search sponsorship is to be paid in advance. Before the expiry advertisers/sponsors will be invited to renew before the space is released to other advertisers.

Payment Terms
Payment is prior to the uploading of an advert or sponsor’s details.

INSIDE INFORMATION GUIDEBOOK ADVERTISING

Space booked in the guidebook is invoiced immediately each edition of publication goes to print. Payment is due 14 days from the invoice date.

GENERAL

Inside Time reserves the right to refuse or withdraw an advert that they feel is inappropriate or unsuitable. Advertising will be suspended if complaints or negative feedback is received from readers and no satisfactory explanation is provided. Inside Time monitors and checks all comments and feedback received from readers.

Distribution
Inside Time publications are despatched using third party couriers. All deliveries are tracked monitored. The staff in establishments of secure nature i.e prisons, removal/detention centres and secure units, take responsibility for internal distribution and Inside Time has no control beyond the security gate. We cannot therefore accept responsibility for any delays or internal distribution failures.

The number of copies distributed for each issue and edition is based on demand and will be amended from time to time. Figures published are based on the average numbers over the preceding twelve months.

Late Payments
Failure to pay invoices on time or maintain an account in accordance with our terms may result in additional charges for collection services and statutory interest and charges under the Late Payment of Commercial Debts (Interest) Act 1998. Full costs of any legal fees including court appearances necessary will added to the total debt.

Please remember Inside Time is a ‘not for profit’ organisation and adherence to our terms and conditions will help ensure we can continue to provide the wide range of free services to our readers, advertisers and sponsors.