



YOUR Hwb *love where you live*

Your Hwb

- 01.** Your Hwb Community Interest Company is a stand-alone, independent business. We are a social enterprise focused on encouraging local people to use, buy, shop and stay local and we aim at all times to offer advertising and publishing options at prices to suit every pocket.
- 02.** All advertisers are independent of Your Hwb and we do not officially endorse any advertisers in any of our publications online or offline.
- 03.** Content of articles included in Your Hwb does not necessarily reflect the views of the editors.

Advertisements

- 04.** We offer advertising options both offline (in our handbook) and online (yourhwb.com). Separate advertising options apply for our handbook and our website.
- 05.** All artwork for our handbook must be received before our stated print deadline or your advertisement cannot be included. This applies to last minute changes as well.
- 06.** Print artwork must be a high resolution JPEG or PDF set to our specified dimensions, CMYK colour at 300dpi resolution with embedded or outline fonts (see our Artwork Checklist sheet for more details). Please do ask us for advice if you are having problems delivering your advertisement in this format.
- 07.** Online, we use high resolution images in our articles with a minimum width of 2000 pixels and depth of 1000 pixels. Smaller, low resolution images cannot be accepted.
- 08.** Where artwork is created for you as a Your Hwb customer, we will send you an electronic copy.
- 09.** Your Hwb will not accept poor quality advertisements that do not meet our stated print and online specifications. It is your responsibility to ensure that your advertisement is of a suitable scale and quality and that both the information and spelling contained within it are correct.
- 10.** Your Hwb retains the right to amend the dimensions of advertisements, as we see fit, to meet the layout and size requirements of the advertising space within Your Hwb.
- 11.** Your Hwb reserves the right to refuse any advertisement which we find to be inappropriate, defamatory, unsatisfactory or sub-standard.

Payment

- 12.** Your Hwb is not VAT registered so our prices are as seen.
- 13.** Quotations are valid for a period of 30 (thirty) days.
- 14.** Invoices will be issued to you electronically, to save paper and costs, unless you instruct us to send you a hard copy.



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15. For advertisements in Your Hwb's handbook, full payment must be received and cleared before our stated print deadline. Failure to pay will mean that your advertisement will not be included.
16. For online listings, events and articles, all payments must be made within 14 (fourteen) days of receipt of your invoice. New content will not be added to yourhwb.com until full payment has been received.
17. Direct debit payments: if we do not receive your direct debit payment by our agreed date, we reserve the right to remove your business listings, events and articles until payments are made.
18. We accept payment by electronic bank transfer, debit and credit cards, direct debit (online only), cheque or cash. Our preferred method of payment is by card payment or bank transfer. Our bank details are printed on your invoice which also includes the option of paying by card.
19. Cheques should be made payable to Your Hwb CIC (please write your invoice reference on the back of your cheque).

Data

20. Your Hwb never shares your data with any third party organisation.

Copyright

21. Your Hwb's handbooks, website, images, and all their content are the copyright of Your Hwb. You must not reproduce their content without Your Hwb's written permission. The content should never be used by any third party as a source of contact data for marketing purposes nor as a source to compile other publications, databases or directories.

Distribution

22. Your Hwb delivers its printed handbook to every home within its catchment. In fact to date, we have done this by hand, which makes sure we know exactly where it has been delivered it. So you know that your advertisement is reaching at least 4,000 local households. We also distribute Your Hwb to a range of local outlets including cafes, libraries, tourist information centres, camping and caravan sites and local shops which further increases its reach.

General

23. These Terms and Conditions supersede all previous discussions, understandings and agreements. Acceptance of a quotation and or payment of a fee constitute agreement to and acceptance of these Terms and Conditions.
24. Your Hwb reserves the right to alter these Terms and Conditions at any time and without notice. The most up to date version will always be available on Your Hwb's website.