

# Booking space

## Home Explorer

### 1. Booking form:

- Note that the booking deadline appearing on our booking form is only a guide-line. The publication can become full 3 days prior to deadline date. **BOOK EARLY TO AVOID DISAPPOINTMENT!**
- If we do not receive a signed booking form from you; for the current month; we will automatically assume that you do not require advertising space for that issue, therefore it is essential to complete this form and return it to multinet.
- No cancellations will be taken after booking deadline date.
- Conditions apply.

### 2. Emailing material:

- Copy must be sent through in one word document containing all your coded adverts.
- Pictures must be coded as per the copy details so that we can tie up i.e. Ad1 = Pic1.
- Picture size: supply as large as possible (5Mb) to enable us to convert picture to 300dpi & in a jpeg format.
- Pictures must not all be submitted in one email but rather separate or batched. This method of emailing will prevent exceeding your email capacity thus making the process manageable.
- Supply us with correct corporate colours where we have to reproduce your corporate logo or jpeg file of logo.
- Email complete makeup material to address below.

### 3. Delivering material:

- Copy must be in one word document containing all your coded adverts on CD OR printed hard copy.
- No handwritten adverts will be accepted.
- Pictures must be coded as per the copy details so that we can tie up i.e. Ad1 = Pic1.
- Picture size, supply as large as possible to enable us to convert picture to 300dpi & in a jpeg format OR supply a good quality photograph to scan.
- Supply us with a hard copy & correct corporate colours where we have to reproduce your corporate logo or jpeg file of logo.
- Deliver complete makeup material to 14 Argyle Square, cnr JG Strydom & Tamarisk Roads, Weltevreden Park.

### 4. Material Corrections

- Proofs will either be faxed or emailed as a PDF.
- Proofs must be checked carefully and a signed proof must be faxed or emailed back to us as soon as possible after receiving it.
- Send corrections through in writing either by email or fax.
- No telephonic corrections will be accepted.
- You will receive a maximum of 2 proofs if there are major corrections otherwise 1st proof returned signed with minor corrections is accepted as final proof.
- After signing off final; you are able to place a SOLD sign over a property between Mon & Friday (am) of the publication week.

### 5. Specs for supplied material:

<b>Full page size (12 blocks)</b>	<b>210mm x 297mm</b>
<b>¾ page size (8 blocks)</b>	<b>210mm x 192mm</b>
<b>½ page size (6 blocks)</b>	<b>210mm x 143mm</b>
<b>¼ page size (4 blocks)</b>	<b>210mm x 94mm,</b>
<b>Banner size (2 blocks)</b>	<b>210mm x 45mm</b>
<b>Block Advert (1 block)</b>	<b>39mm x 48mm</b>

- Measurements (estimated) above are for full page area therefore please allow a 5mm boarder & 3mm bleed (excluding block advert) all-round should the artwork bleed off the page.
- Final Material can be supplied in either a high resolution PDF format or JPEG. 300dpi (CMYK only).
- Either deliver or email final material to us. Note emailed version must not be larger than 5Mb.

### 6. Payment:

On delivery of advertorial material for current issue please ensure that payment is made. Either in the form of a cheque or proof of electronic payment.

- Payment by cheque  
Cheque must be made out to **Multinet Real Estate**
- Electronic Payment  
Account Holder: MULTINET REAL ESTATE  
Bank: ABSA HORIZON  
Branch: 632005  
Account No: 4047859878

**Once payment is made PLEASE send us confirmation or proof of payment.**

**NOTE:** Advertisers who are in arrears with payments will be unable to advertise until outstanding payment is made.

### 7. Page layouts & Templates:

New and old advertisers that would like to change their layout must have their templates finalised prior to the production week. We allow a maximum of 12 properties per full page, 6 properties for half a page and 4 properties for a quarter page. Should you require more properties than the maximum permitted, there will be an additional make-up charge of R240.41 (excl VAT). Please notify us prior to production week should wish to amend your template, for whatever reason we are unable to finalise your new page layout prior to production we will ensure your receive your proofs early.