

ONLINE ADVERTISEMENT ORDER

White Copy: Client
Pink Copy: Accounts
Green Copy: Book

TO: EXPRESS COMMUNICATIONS LTD
P. O. Box 56645, Nairobi 00200
Tel: 020-2228055, Fax: 020-2212913
E-mail: info@expressmediakenya.com

VAT NO.0103706M
PIN NO.P000602127H

ORDER NO. _____

Name of Firm _____

Physical Location _____

P. O. Box _____ Town _____

Tel _____ Fax _____

E-mail _____ Website _____

Nature of Business _____

Sector _____ Sub-Sector _____

Contact Person _____ Title _____

Space Booked _____ Period _____

Advertisement Period as appropriate

Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec

This Order must be signed by an authorised signatory e.g Partner, Managing Director, General Manager, Marketing Manager, Finance Manager, Company Secretary, etc.

*All payments to **Express Communications Ltd.** Payment/LPO is required to confirm booking.*

Note: *Any payment which remains outstanding 30 days after receipt of invoice will incur five (5) per cent interest per month until full settlement is made.*

Total amount payable Shs _____ In words _____

Name of person awarding the order _____

Designation _____ Date _____

Client's Official Rubber Stamp

Sales Rep's Name _____

Signature _____

NOTE

1. This Order is not a receipt. Obtain a receipt for any payment made.
2. All cheques should be crossed and payable to Express Communications Ltd.
3. Please sign and rubber stamp all copies.