



ORDER FORM

Business Matters - your newsletter containing tax, business and personal financial features
 - ideal for the small business client

Each quarterly issue includes:

- Your logo or company name on front cover, contact details and list of services.
- PDF files suitable for emailing, displaying on your website, and for your local professional printer to produce a colour 4-page A4 newsletter (A3 sheet folded in half) which is downloadable from our secure website

Step 1 - Choose the style to suit you

- Standard Design Contemporary Design

Step 2 - Choose the option to suit you Price

- Business Matters Standard Annual Subscription¹ 4 issues** A\$925.00 (A\$780.00 renewal subscription)² A\$
- Business Matters Payment Plan 4 issues** - initial payment A\$145.00 A\$
 (This is followed by monthly payments of \$65.00)
- 'Customised Design' Business Matters Annual Subscription¹ 4 issues** A\$1315.00 (A\$1020.00 renewal subscription)² A\$
- 'Customised Design' Business Matters Payment Plan 4 issues** - initial payment A\$295.00 A\$
 (This is followed by monthly payments of \$85.00)

* Customised design includes personalised masthead, as well as colour matching each issue with your company's logo colours

Step 3 - Look through the logo options for the front page and make a selection

- Option 1 We do have our own logo, and can email it to you (EPS or TIFF format required) No charge, or
- Option 2 We do not have a logo, so please type our firm name in the front page space No charge, or
- Option 3 Please assist us with converting our logo to EPS or TIFF format (graphic quality) - please call us A\$

Total order amount (see Terms and Conditions) A\$

Step 4 - Complete payment details

Firm name _____

Contact name _____

Postal Address _____

State _____ Postcode _____

Tel () _____ Mobile _____

Fax () _____

Email _____

Please charge the total amount shown above to my credit card below

Please charge the credit card shown below an amount of A\$65.00 /A\$85.00 per month ongoing from date of this order (tick if you selected a Payment Plan)

Expiry date

Visa / Mastercard / Amex (please circle)

Cardholder's name _____

Cardholder's signature _____

Date _____

Step 5 - Send us your order Fax to 1300 853 181

Please send content collection form with this order form.

Office Use Only: _____

¹ You may cancel at any time, refunds are not available for subscriptions paid in advance. Please refer to our Common Questions on our website.
² Subsequent year pricing provided continuity of subscription is maintained. Subscriptions under a monthly payment plan are automatically renewed unless cancelled.

For full Terms and Conditions please visit our website - www.practiceadvantage.com.au



CONTENT COLLECTION FORM

Business Matters - your newsletter containing tax, business and personal financial features - ideal for the small business client

The form below contains the information that we require to place your firm details on your Business Matters newsletter. Please complete the form below and **fax back with your order**.

Step 1 - Choose the style to suit you

- Standard Design
- Contemporary Design

Step 2 - Add your firm logo and details

Firm Name

Incorporated?: Yes/No

- We would like an unbranded newsletter. Please leave the space for a logo and firm details blank.
- Please use the logo and firm details that appeared on our last newsletter (no need to fill in this section)
- We do have our own logo (please email logo in high quality EPS, JPG or TIFF format to graphics@practiceadvantage.com.au)
- We do not have a logo, so please type our firm name in the front page space

Displayed Names **(Use a separate sheet for additional names - we suggest you limit the total number of contacts displayed to 6)**

Name _____ Position **(Please circle one)**: Principal/Partner/Director/Associate

Name _____ Position **(Please circle one)**: Partner/Director/Associate

Name _____ Position **(Please circle one)**: Partner/Director/Associate

Name _____ Position **(Please circle one)**: Partner/Director/Associate

Name _____ Position **(Please circle one)**: Partner/Director/Associate

Name _____ Position **(Please circle one)**: Partner/Director/Associate

Address _____

State _____ Postcode _____

Phone Number _____ Fax Number _____

Email _____ Website _____

Specialist Services **(please limit to 25 characters per service)**

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Step 3 - Association logo (optional) - displayed at bottom of panel

We are a member of the following professional association and would like their logo to appear on our newsletter:

ICAA CPA NIA ATMA TIA NTAA Other* _____

*Please email logo to graphics@practiceadvantage.com.au

Step 4 - Limited liability statement (optional) - displayed at bottom of panel

Please insert the following limited liability statement into my newsletter:

"Liability limited by a scheme approved under Professional Standards Legislation."

Step 5 - Customised design only! - Please complete only if you have ordered a customised design

I would like to keep the name of the newsletter as 'Business Matters'

I would like to choose my own name for the newsletter.
Please state the name you would like the Mast-head to be (no more than 16 characters)

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In order to best match the colour scheme of your website to your logo, please provide us with the PMS colours used in your logo:

1. _____ 2. _____ 3. _____

Step 6 - Person to contact if we have further questions

Name _____

Contact e-mail: _____

Firm name _____

Date _____

Signature _____

Step 7 - Send us your Content Collection Form

Fax to 1300 853 181

For full Terms and Conditions please visit our website - www.practiceadvantage.com.au

practiceadvantage
branded publications for accounting firms