



## British Association of Prosthetists and Orthotists Information Distribution Services 2021

### JOB ADVERTISEMENTS

The British Association of Prosthetists and Orthotists (BAPO) provide a job advertisement distribution service via the BAPO Secretariat. This is open to all organisations wishing to directly target members (Prosthetists and Orthotists) or Associates (Technicians, Assistants and Students). Job advertisements are copied and circulated to the appropriate section(s) by post.

**We now offer this service electronically.**

#### GUIDELINES

- Please complete the enclosed booking form and send it to the Secretariat by fax or email, accompanied by the text for your job advertisement (in word format). If you wish to include a logo or other graphic, please send by email.
- BAPO respectfully requests that the following text is included in your advertisement, "applicants must be HCPC registered and preferably members of BAPO"
- Your job advertisement will be approved for circulation and formatted to fit onto 1 A4 page. This will be sent to you by fax/email, for proof-reading and your approval.
- Once your approval is received, the advertisement will be copied and posted 1st class within 48 hours or electronically (as per your selection).
- Your advertisement will be displayed on our website, NHS Networks and our Social Media pages.

| Job Advert To   | Cost  |
|---|---|
| <b>OPTIONS 1-5 SENT VIA POST</b>  |   |
| 1. Members (Prosthetists & Orthotists) and Associate Students                         | <b>£1148</b> excluding VAT (Payment received with order)<br><b>£1254</b> excluding VAT (Invoice required) |
| 2. Members (Prosthetists & Orthotists) & Associate Technicians and Associate Students | <b>£1419</b> excluding VAT (Payment received with order)<br><b>£1539</b> excluding VAT (Invoice required) |
| 3. Associate Technicians  | <b>£390</b> excluding VAT   |
| 4. Associate Assistant / Associate Student  | <b>£390</b> excluding VAT   |
| 5. Add colour printing to advert  | <b>£60</b> excluding VAT  |
| <b>OPTION 6 SENT VIA EMAIL</b>  |   |
| 6. Electronic to all members  | <b>£300</b> excluding VAT   |

**Please note:-**

- A maximum of 2 different positions can be advertised per booking
- Requests for job advertisement circulation will be processed on a first-come-first-served basis. Only one job advertisement will be sent per day
- Credit facilities are not available to clients/agents placing their first order
- Acceptance of orders is at the discretion of BAPO
- In the event of a cancellation, the client or agent will be asked to accept all legitimate charges raised at the discretion of BAPO



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## JOB ADVERTISEMENT BOOKING FORM

| COMPANY DETAILS                   |                             |
|-----------------------------------|-----------------------------|
| <b>Company Name</b>               |                             |
| <b>Address for Correspondence</b> |                             |
| <b>Contact Name</b>               | Title: First Name: Surname: |
| <b>Telephone No:</b>              | <b>Fax No:</b>              |
| <b>E-mail Address</b>             |                             |

| Job Advert To   | Cost  |  |
|---|---|--|
| OPTIONS 1-5 SENT VIA POST   |   |  |
| 1. Members (Prosthetists & Orthotists) and Associate Students                           | <b>£1148</b> excluding VAT (Payment received with order)<br><b>£1254</b> excluding VAT (Invoice required) |  |
| 2. Members (Prosthetists & Orthotists) and Associate Technicians and Associate Students | <b>£1419</b> excluding VAT (Payment received with order)<br><b>£1539</b> excluding VAT (Invoice required) |  |
| 3. Associate Technicians Only   | <b>£390</b> excluding VAT   |  |
| 4. Associate Assistants or Associate Students   | <b>£390</b> excluding VAT   |  |
| 5. Add Colour Printing to Adver   | <b>£60</b> excluding VAT  |  |
| OPTION 6 SENT VIA EMAIL   |   |  |
| 6. Electronic to all members  | <b>£300</b> excluding VAT   |  |

| Details                                   |  |
|---|--|
| Job Advert Title                          | Position                                     |
| Do you wish to include your company logo? | <b>YES / NO</b> Please delete as appropriate |

| Authorisation                     |          |
|-----------------------------------|----------|
| Name of person placing this order | Position |
| Signature                         | Date     |

**THANK YOUR FOR YOUR ORDER**  
**Please send this form to the BAPO Secretariat**

BAPO Secretariat, Unit 3011, Mile End Mill, Abbey Mill Business Centre, 12 Seedhill Road, Paisley PA1 1JS

☎ 0141 561 7217

☎ 0141 561 7218

✉ enquiries@bapo.com

🌐 www.bapo.com