







*It's that time again...*

# TWPS TELEPHONE BOOK 10

Every year the "Phone Book Committee" put together a School Telephone Book which is given out **FREE** to every family in the school.

**This book contains information such as:**

-  School administration and staff details;
-  Westleigh Shopping Centre contact details;
-  Class information (teacher names, class parent and contact information);
-  2010 calendar and term dates;
-  Local Business advertising;
-  P&C committee and sub committee information and contact details of convenors;

*And most importantly...*

-  School family contact details.

For privacy reasons we **can not** include your details in the school phone book **without your permission**.

Due to space constraints, we can only fit **names, one phone number** (either mobile or home) **and addresses (optional)**.

**Example:**

<b>SMITH</b>	Julie John	Suzi / Adam	9484 0000	1P 2C	26 Robertson Street, Thornleigh
<b>Mc LANCASTER</b>	Catherine	Linda / Charlie	0402 000 222	2A	

**You may also wish to advertise your business in the telephone book. Please see the reverse of this sheet for more information.**

*If you would like to be included in the school phone book please fill out the information below.*

**DEADLINE FOR ENTRY IS MARCH 6th 2010.** Return the forms to the letter box in the office marked "P&C".

***Yes, my family would like to be included in the school telephone book. Please only complete the information that you wish to include. Please write clearly!***

Surname: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Father's name: \_\_\_\_\_

Address: (optional) \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_ Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_ Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

# ARTWORK **BOOKING** FORM **AND** SPECIFICATION

<p><b>Full Page Ad</b></p> <p>186mm wide x 273mm high</p>
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<p><b>Half Page Ad</b></p> <p>186mm wide x 135mm high</p>	
<p><b>Quarter Page Ad</b></p> <p>92mm wide x 135.5mm high</p>	

Charges include GST

<b>Full Page Ad</b>	<b>\$110.00</b>
<b>Half Page Ad</b>	<b>\$60.00</b>
<b>Quarter Page Ad</b>	<b>\$40.00</b>

Forms of payment:-

1. Cash
2. Cheques (payable to TWPS P&C)
3. Goods and service vouchers\*

In 2009 we had 36 advertisements in the telephone book of businesses in the area as well as businesses owned by families at the School. By getting sponsorship from businesses, we are able to distribute a free copy to over 350 families at Thornleigh West Public School.

***Should you decided to advertise in the telephone book, please read the following steps.***

1. Choose the number and size of your advertisement/s;
2. Compile your advertisement to the correct size;
3. Save your file as a high resolution PDF;
4. Email your file along with your telephone number to ***jandat@hotmail.com*** or download to disk;
5. Complete and return the form below (and include your disk if using).

**DEADLINE FOR ARTWORK and PAYMENT IS MARCH 6th 2010.**

Return the forms to the letter box in the office marked "P&C".

**Design and Layout:-**

Should you wish us to design an advertisement for you, please indicate that on the form below. Charges apply.

**Full Page Ad \$50.00    Half Page Ad \$30.00    Quarter Page Ad \$20.00**

*\* Goods and service vouchers can be given in place of payment for your advertisement/s. The vouchers will then be used for TWPS fund raising events, and should have an expiry date of 12 months.*

**Booking form for advertisement/s.**    Please write clearly!

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: (for receipt) \_\_\_\_\_

Business name: \_\_\_\_\_ Email: \_\_\_\_\_

Size and quantity of advertisement/s:

**Full Page**  \$110.00 qty: 1 2 3 4    **Half Page**  \$60.00 qty: 1 2 3 4    **Quarter Page**  \$40.00 qty: 1 2 3 4

We would like our advertisement/s designed for us: **Full Page** \$50.00  **Half Page** \$30.00  **Quarter Page** \$20.00

Form of payment: CASH     CHEQUE     VOUCHERS     For the total value of \$ \_\_\_\_\_