



SITUATIONS VACANT/WANTED

Guidelines for placing advertisements on the APS website

GENERAL

Adverts are placed on a weekly basis (usually a Friday) and must not exceed one side A4 sheet, plus company logo, contact details etc. The advertiser is expected to ensure that all relevant legislation, such as Equality and Diversity etc., is adhered to and APS will not accept any responsibility for spelling or grammar used. Adverts must be supplied electronically to APS in word format and the logo (where appropriate) in a jpeg/gif file format.

Where payment is required, this must be received in full prior to the advert being uploaded to the APS website. Acceptable methods of payment for advertisements are cheque, BACS or credit card.

If paying by cheque, cleared funds must be received prior to the advert being placed.

BACS payments should be made to the following account details:

Bank: RBS
Sort Code: 83-51-00
Account No: 00216436

If paying by credit card, please telephone the APS Financial Controller (0131 442 6609).

Please also advise APS of the contact details where you wish your receipt to be posted.

FOR THOSE WISHING TO RECRUIT:

An advert may be placed by an organisation wishing to recruit a Principal Designer, CDM Adviser or Designer.

Website advertising fees are as follows:

APS Registered Practice or Corporate Member:	Free
APS Individual Member:	£150.00 + VAT
Non-member organisation or individual:	£170.00 + VAT
Recruitment Agency:	£250.00 + VAT
Recruitment Agency multiple adverts:	£400.00 + VAT

Adverts will be removed upon notification of the vacancy being filled or after two months, whichever is the sooner.

INDIVIDUALS LOOKING FOR WORK:

An advert may be placed on the Situations Wanted website page free of charge by APS Individual Registered Members looking for employment.

APS member adverts shall be removed upon notification of successful employment or after one month, whichever is the sooner.