

**MEDIABOX EVENTS & ADVERTISING CORP.**

#23 Lacson Extension, corner Alijis Road
Bacolod City, Negros Occidental, Philippines

SERVICE REQUEST FORM

MB SRF No.: _____
Transaction Date: _____

Instructions: To accomplish the form, check the applicable boxes and legibly fill-out the information needed. Sign and return the accomplish form.

SECTION 1: Client - Advertiser

Charge To: _____ Address: _____
Email: _____
T.I.N (if available) : _____ Contact No.: _____

SECTION 2: Advertisement Requirements (provide hard and soft copy of lay-out)

Print Advertisements		Digital Advertisements	
<input type="checkbox"/> Colored		<input type="checkbox"/> Colored	
<input type="checkbox"/> Full Page [10.8 in x 16 in]	<input type="checkbox"/> 1/8 Page 5.4 in x 4 in	<input type="checkbox"/> # Word/s	
<input type="checkbox"/> Half Page [10.8 in x 8 in]	<input type="checkbox"/> Center spread [22 in x 16 in]	<input type="checkbox"/> # Photo/s	
<input type="checkbox"/> 1/4 Page [5.4 in x 8 in]	<input type="checkbox"/> Classified ads [various]	<input type="checkbox"/> Platform	
<input type="checkbox"/> Black and White		<input type="checkbox"/> Facebook	
<input type="checkbox"/> Full Page [10.8 in x 16 in]	<input type="checkbox"/> 1/8 Page 5.4 in x 4 in	<input type="checkbox"/> Website	
<input type="checkbox"/> Half Page [10.8 in x 8 in]	<input type="checkbox"/> Center spread [22 in x 16 in]		
<input type="checkbox"/> 1/4 Page [5.4 in x 8 in]	<input type="checkbox"/> Classified ads [various]		
<input type="checkbox"/> Legal Notice		<input type="checkbox"/> Educational Article	
<input type="checkbox"/> Waiver of Rights	<input type="checkbox"/> Extra-Judicial/Declaration	<input type="checkbox"/> Press/Photo Release	
<input type="checkbox"/> Affidavit of Loss	<input type="checkbox"/> Change of name	<input type="checkbox"/> Advertorial	

SECTION 3: Advertisement Space Reservation

Qty.	Type of Publication	Publication Date/s	No. of Issue

SECTION 4: Billing Information (fill-out if different from company address)

Address: _____

SECTION 6: Effectivity, Cancellation or Termination

Upon affixing your signature, the terms and conditions stated herein shall be enforceable and legally binding. This Form cannot be cancelled or terminated unless a written agreement has been signed by the parties involved.

SECTION 7: Authorization

I hereby acknowledge that I am authorized on behalf of the Client listed above to complete and return this Form. I have read, understand and agree to the Contract Terms and Conditions. Acceptance of this Form does not waive the right of Mediabox Events and Advertising Corp. to reject any ads and media jobs.

Requested by:

Noted by:

Approved by:

Client

MB Task Specialist

MB Department Head

This Form Is For ADS & MEDIA UNIT Only