

OFFICE	External Advertising and Mail-out Policy						
Responsibility of	All Members of Staff						
Objectives	To provide relevant information to growers from external suppliers using the Board’s mailing list.						
Procedures	<p>1. Advertising by external business is permitted when the material to be sent meets Board satisfaction and is winegrape industry related:</p> <p>(a) The advertiser can provide a sufficient number of printed documents, or</p> <p>(b) The advertiser is to provide a compatible softcopy of the document required to be printed.</p> <p>2. Expense to the advertiser will include any and all printing, stationary, mailing costs (postage) and labour.</p> <p>Charges (not including postage): For each standard weight A4 Page printed or part thereof the cost to the advertiser will be invoiced as below.</p> <p>Per Grower: A4 \$1.10(inc GST) A3 \$2.20 (inc GST)</p> <p>Labour: \$35 per hour (inc GST – minimum 3 hours)</p> <p>Envelopes: \$0.05 per item</p> <p>Postage: as per Australia Post charge</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Printing A4 (Black & White)</td> <td style="width: 50%;">Printing A4 (Full-Colour)</td> </tr> <tr> <td>\$0.11 (inc GST) single sided</td> <td>\$0.22 (inc GST) single sided</td> </tr> <tr> <td>\$0.22 (inc GST) double sided</td> <td>\$0.44 (inc GST) double sided</td> </tr> </table> <p>3. Terms are strictly up front payment in full prior to printing and mail out.</p>	Printing A4 (Black & White)	Printing A4 (Full-Colour)	\$0.11 (inc GST) single sided	\$0.22 (inc GST) single sided	\$0.22 (inc GST) double sided	\$0.44 (inc GST) double sided
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Board Expectations	<ul style="list-style-type: none"> • That advertisers are aware of the costs of advertising and that payment is to be made prior to printing and mailing. • That the organisation is adequately compensated for the costs of mailing out third party material. • That growers do not receive via the organisation inappropriate information. 						
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Amended to reflect change in magazine mailout to growers – 11th Dec 2017 – Approved. • Amended to reflect no further bulk mailout to growers – 11th Dec 2019 – Approved Dec 2019 • Amended to provide a more accurate calculation of charges – 6th Oct 2020 • Approved 2020, Oct 2021, Change of labour cost January 2023, Sept 2023, Nov 2023, Aug 2024 						