

M a n a g e m e n t R e s e a r c h C e n t r e

## ACCOUNTANTS CLIENT NEWSLETTER SERVICE

The Management Research Centre has been publishing the *Accountants Client Newsletter* for over 22 years. The articles are written by practising accounting professionals and allow you to keep in touch with your clients on a regular basis and keep them informed about up-to-date accounting, tax and business issues.

The service is an economical and convenient way to maintain client contact and to promote your professional services. Subscribing allows you to **save the time and money** required to write and format a topical, high quality newsletter in-house. The options below allow you to do as little or as much work in-house as you prefer.

### How it works

The newsletter is delivered quarterly (February, May, August and November) and is available in the options outlined below. All newsletters have 4 articles, and in the case of options 1 and 2, we also provide an alternative article as a substitute if required. The newsletters comprise 4 A4 pages so can be printed or copied to form a double-sided A3 booklet, and are designed to allow the addition of your firm's letterhead and contact details (or we can do this for you, see the Personalised options below).

### Options

#### 1) **Microsoft Word Formatted (97 or later)**



The newsletter is delivered pre-formatted in Microsoft Word (version 97 or later) giving you the flexibility to **personalise it in-house**. You can add your letterhead, office updates, additional articles and graphics specific to your firm, without the additional cost and hassles of writing your own or reformatting the entire newsletter.

#### 2) **Text Only**



The text only option saves time for those subscribers who prefer to put together their own newsletter, but utilise some or all of the articles provided by the Management Research Centre. This option will **save re-typing** the articles. In addition, you receive a formatted PDF copy of the newsletter so you can see the layout we applied to the articles.

#### 3) **Paper Copy**



The paper copy of the newsletter is a formatted version delivered via the post. This version allows you to **photocopy the newsletter** for distribution to your clients.

#### 4) **Read Only**



The read only newsletter option allows you to **print an original formatted copy of the newsletter in-house** for copying rather than receiving a paper copy via the post. The newsletter is in PDF format. With this version of the newsletter you will be unable to make any changes to the format or text (but Standard Personalisation is available - see below).

### **Personalisation & Printing**



**Standard Personalisation:** the newsletter can be personalised with your firm's details/letterhead. This service is available for all options above.

**Advanced Personalisation:** this includes changing the text/articles or format/layout of newsletter. This is only available for options 1 - 3.

**Printing:** as part of the University we can access printing and copying at competitive rates.

Please contact us if you would like a quote or to discuss any of these additional services.

**For further information please phone 07 838 4013 or 0800 14 24 34 or email [mrc@waikato.ac.nz](mailto:mrc@waikato.ac.nz)**

# 2011 Accountants Client Newsletter Subscription Form

## CONTACT DETAILS

Contact Person: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## SUBSCRIPTION OPTION (PRICES EXCLUDE GST)

Please choose either  Sole Practitioner Version (I) or  Partnership Version (We)

Option 1  
**MS WORD FORMATTED**  
(Version 97 or later)  
The newsletter comes pre-formatted in MS Word allowing you to add updates specific to your office and additional articles that suit the needs of your clients.

\$415 Via Email  
 \$430 Via CD

Option 2  
**TEXT ONLY**  
The newsletter comes as unformatted text allowing you to use and format the articles as you please. This option also includes a **read only** formatted PDF copy.

\$340 Via Email  
 \$355 Via CD

Option 3  
**PAPER COPY**  
The newsletter comes in hard copy, ready to be photocopied and sent out to clients. Space is provided to add your firm details at the beginning of the newsletter.

\$288 via Post

Option 4  
**READ ONLY**  
The newsletter comes in PDF format. You can print the newsletter on your own letterhead paper, but changes cannot be made to the newsletter. (**Advanced Personalisation not available**).

\$260 Via Email  
 \$275 Via CD

The above prices are for 4 Newsletter Issues and exclude GST

## PERSONALISATION SERVICE

- Same personalisation requirements as last year
- Standard** - Header/Footer added @ \$156 per annum for all 4 issues (*payable on registration, in addition to subscription fee*)
- Advanced** - Addition of articles or format alteration @ \$60 + GST per hour (*payable on a per issue basis*)
- Printing (please contact us for a competitive quote)

## PAYMENT (DON'T FORGET TO ADD GST)

- Please **Invoice** this firm. (Please enter a purchase order # \_\_\_\_\_ if you require one on the invoice).
- Cheque** attached (payable to "The University of Waikato")
- Charge my credit card** (only Visa or MasterCard accepted) **Please include attached form.**

## TERMS AND CONDITIONS

**By completing and returning this form you agree to the following Term and Conditions.** **Payment** - You agree to pay your account in full. If you do not pay your account by the due date (20th of the month following invoice) the University may suspend or restrict its services to you and require you to pay any additional fees that are incurred internally or externally in order to collect the money owed. **Copyright** - The material contained in the Accountants Client Newsletter may only be reproduced for distribution to clients of the subscribing practice and may not be reproduced to the wider public by any means. **Liability** - in no event shall The University or its authors be liable for loss or damage resulting from reliance on newsletter articles. **Privacy Act 1993** - The University is collecting information about you in order to offer products and services. This information will be held by The University and may be disclosed to a third party or debt collection agency if you default on any of the terms and conditions above. Under the Act you are entitled to correct the information held by The University.

**Fax back to: 0800 12 10 12**

**Post: Management Research Centre, Private Bag 3105, Hamilton 3240**

### OFFICE USE ONLY

DETAILS: Newsletter 2011 Accountants	INVOICE REQUEST/ PAYMENT ADVICE	NSL/ACC/11/
GST Excl. AMT _____	REF: _____	_____
<u>FINANCIAL SERVICES USE</u>	A/c #: A5-MD02-RG-IM96-0000	Signature: _____
INVOICE NO: _____	DATE: _____	Department: MRC
INITIAL: _____	DATE: _____	Phone Ext: 4013
DATE POSTED: _____	ISSUED: _____	Date: _____

# Management Research Centre

## Newsletter - Credit Card Payments

CREDIT CARD TYPE:    Master Card / VISA

(The University cannot accept Diners or Amex)

NAME ON CARD: \_\_\_\_\_

CARD NUMBER:     -  -  -

EXPIRY DATE:    \_\_\_\_\_

AMOUNT:         \$ \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_

**FREE-FAX BACK TO: 0800 12 10 12**

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DETAILS:	Newsletter 2011 Accountants	PAYMENT ADVICE REF:	NSL/ACC/11/ _____
GST Excl. AMT	_____	A/c #:	A5-MD02-RG-IM96-0000
		Signature:	_____
FINANCIAL SERVICES USE			
INVOICE NO:	_____	DATE:	_____
INITIAL:	_____	DATE:	_____
		ISSUED.	_____
		DATE POSTED:	_____
		Department:	MRC
		Phone Ext:	4013
		Date:	_____