

# Activate Booking process

FEBRUARY 2018

## 1. Enquiry

customer enquiry



Activate national account manager issues booking details



### Supply to client

- Advertising rate card
- Centre fact sheets
- Design criteria
- Media specifications
- Portfolio rate card
- Roaming guidelines (as required)
- Site plans

## 2. Booking

Public liability insurance requirement advised

customer decides which centre and sites to book

design submitted



site, term and rates agreed



### Supply to client

- Quote
- Retail application form
- Equipment request form

## 3. Confirmation

Public liability certificate returned

booking confirmed and licence agreement sent

design approved



Activate licence agreement returned



invoice generated

payment received

### Supply to client

- Retail induction manual
- Set up information

## 4. Trade

authorised to trade



vacate upon end date



feedback provided for next booking

### Trade induction

- Set up design checked
- Health and safety checked
- Retailer induction manual received
- Photos taken