

Benefits of using Oxboffice to sell your tickets

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- We sell tickets for your event in two ways, with no booking fee for your customers:
 - o **Online** - available 24 hours a day, 7 days a week, secured by SSL certificate
 - o **Hotline** - available 9am - 5pm (Mon-Fri), 10am - 1pm (Sat)
- We offer your customers two ticketing options:
 - o E-tickets - printed off by the customer
 - o Paper tickets - printed and posted to the customer (additional £1 per order)
- We give you a secure login so that you can:
 - o Add events
 - o Update event information
 - o Check real-time sales figures
 - o View marketing data reports
 - o Reconcile finances
 - o Print off Front of House reports showing names & orders of all people who have made bookings
- You can process cash and cheque payments for free via your login:
 - o Through your own outlet such as venue, library, bookshop
 - o Reconcile postal bookings, order form bookings
- We help you to promote your event in the following ways:
 - o Advertise your event to our growing mailing list of more than 1,500 customers
 - o List your event in our What's On letters which are sent out with all posted tickets
 - o Quarterly newsletters to our ever-expanding network of more than 70 promoters
 - o We will promote your event on our blog, Facebook and Twitter

Charges

- We only charge promoters for ticket sales which are made using credit/debit cards online or hotline
- We do not make any other charges or subscriptions to promoters
- If promoters use Oxboffice to sell tickets for cash/cheque through their own outlets, we do not charge anything
- We do not charge your customers a booking fee
- Commission rates:
 - 10% on tickets valued £0-£29.99
 - 9% on tickets valued £30-£49.99
 - 7% on tickets valued £50 or over

Anti-clash

Oxboffice offers groups of promoters a FREE anti-clash service.

There is no obligation for promoters to sell their tickets through Oxboffice if they are a user of an anti-clash group.

Event listings can be fed through to other websites based on information added to an Oxboffice anti-clash diary.

For more information contact us customerservice@oxboffice.com

Security

Oxboffice ensures the security of our promoters and of your customers through:

- PCI DSS Compliance / Credit Card Safe (Security Metrics)
- Secure Server
- SSL (encryption of data)
- Data protection compliance
- Privacy policy, Complaints & Refunds procedures
- Full terms and conditions are available at www.oxboffice.com
- Client Deposit Account for all receipts

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