

**Project Name:** \_\_\_\_\_

Client/Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Advertising Options

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Full Page</b><br>10.125" x 11"          | <input type="checkbox"/> <b>1/2 Page</b><br>horizontal: 10.125" x 5.5"                        |
| <input type="checkbox"/> <b>1/4 Page</b><br>vertical: 5" x 5.5"     | <input type="checkbox"/> <b>1/8 Page</b><br>vertical: 2.375" x 5.5"<br>horizontal: 5" x 2.75" |
| <input type="checkbox"/> <b>1/16 Page</b><br>horizontal: 5" x 1.25" |   |
| <input type="checkbox"/> <b>Coupon</b><br>5" x 1.875"               | <input type="checkbox"/> <b>Professional Service Directory</b><br>2.25" x 1.75"               |

**Ad Information**

Monthly rate: \_\_\_\_\_

Duration of ad: \_\_\_\_\_

Guaranteed page placement / Location: \_\_\_\_\_

Will provide graphics     Will provide text     Scan hard-copy elements >  To be returned

Ad Sketch Attached

specify light/dark background, branded fonts, slogans and/or catch phrases, necessary information, etc.

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment**

Check     Visa    /     Paid in full     50/50, net 30    Notes: \_\_\_\_\_

**Advertising Payments & Design Terms**

We accept visa and checks, and apply a \$20 service charge for all returned checks.

The design is included in the price of your ad. Extraordinary ad composition and any changes to the initial design of your ad, excluding typo fixes, will be billed at \$45 per hour.

A proof will be provided for you to proofread prior to the submission deadline. If your approval is not received before the deadline, the ad will run as-is. You assume all responsibility for the contents of your ad. Edits & changes must be received by **noon** on the **17th of the month**.

Advertising canceled after the deadline, but before layout of the paper will be charged one-half the cost of the scheduled ad. Ads cannot be canceled once the paper begins composition.

By signing below, you state that the above specifications and conditions are hereby accepted.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sales Signature

\_\_\_\_\_  
Date