

**Business Advertising Contract** [Please fill in information on back of contract]

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

e-mail Address: \_\_\_\_\_

**BUSINESS ADS**

*mark the size ad you want... [All measurements are width x height]*

- 1/10 | \$100 | 24p4w x 11p10h picas
- 1/5 | \$135 | 24p4w x 24p6h picas
- 3/10 | \$175 | 24p4w x 37p2h picas
- 2/5 | horizontal | \$235 | 49p6w x 24p6h picas
- 3/5 | vertical | \$260 | 49p6w x 37p2h picas
- FULL | \$350 | 49p6w x 62p6h picas
- SUBTRACT COLOR** | -\$50 | *if you would prefer to see your ad in black & white, you may purchase ad at a discounted price.*

**IF YOU DESIGN YOUR OWN AD...**

If you choose to produce your ad on the computer or to use a professional ad designer, you must submit your ad following these guidelines:

- Ad should be saved on a CD formatted for MacIntosh or a PC.
- Ad must be saved in .tif or .eps format with all text converted to paths with a 300 ppi resolution. We will also accept .pdf or .jpg files that meet the 300 ppi resolution requirement. If you have any questions regarding submission of ads, contact us.

**DEADLINES & IMPORTANT INFORMATION...**

**FINAL DEADLINE** for all business ads is Dec. 1. If space permits we can continue to accept business ads until February 23, but there will be a \$50 additional charge for ads received after that date.

- ▶ Please turn in all business ad materials with contract prior to ad deadline. Photos and artwork should be in good condition and can be black & white or color. Glossy images reproduce better than textured finishes.
- ▶ Payment should accompany contract if possible. Advertisers have 30 days from the date of the signed contract to submit payment on their ad. After that time, a \$3 rebilling fee will be added to the balance due each time an invoice is sent out.
- ▶ Please fill out payment area on the back of this contract. Make a copy of the contract for your records.

\_\_\_\_\_  
 Purchaser's Signature

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Staff Member's Signature

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_  
 Date

**TOTAL COST**

\$ \_\_\_\_\_ Amount of Ad

\$ \_\_\_\_\_ Extra Charges

\$ \_\_\_\_\_ Late Fees [if any]

\$ \_\_\_\_\_ TOTAL DUE

⚠ Please turn in contract, payment and all ad materials together by deadlines on reverse side. Thank you.

**PAYMENT METHOD**

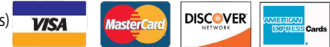
\_\_\_\_\_ Cash

\_\_\_\_\_ Check # \_\_\_\_\_

Check Amt. \$ \_\_\_\_\_

⚠ There is a \$25 returned check charge for all checks returned to AHS by your bank. Checks not cleared within 10 business days will be turned over to the Taylor County District Attorney's Office for collection.

\_\_\_\_\_ Credit Card (3.5% processing fee applies)



Card Type: (Circle One) *Visa*    *MasterCard*    *Discover*    *Amex*

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**ONLINE PAYMENT**



**Flashlight Area Only**

**STAFF BUSINESS INFO**

▶ Ad contract received \_\_\_\_\_

Billing Dates/Balance Due

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▶ Data input into FMP \_\_\_\_\_

▶ Thank you letter sent \_\_\_\_\_

- ▶ Ad posted to staffer ad sales total \_\_\_\_\_
- ▶ Ad dummied onto signature planner \_\_\_\_\_
- ▶ Ad contract & materials filed in notebook \_\_\_\_\_
- ▶ Ad placed on page & proof read \_\_\_\_\_
- ▶ Copy of ad mailed to contact person \_\_\_\_\_
- ▶ Materials returned to contact person \_\_\_\_\_

Other Info - \_\_\_\_\_