OnCUE Advertising

Ad Insertion Order Form

Please Print

Company

Contact

Address

City State Zip

( ) Phone ( ) Fax

Email Address

Ad Agency (if any)

( ) Phone ( ) Fax

Ad Size (please check one):

	Black & White
Full Page	❑ $1000
Half Page horizontal	❑ $625
Half Page vertical	❑ $625
Quarter Page	❑ $440

Preferred Positions:

Inside Front or Back Cover (full page)	❑ $1200
Back Cover (half page)	❑ $750
Center Page Spread (16" x 10")	❑ $2000

Issue(s) Year

❑ Spring _____

❑ Summer _____

❑ Fall _____

❑ Winter _____

Payment Information

Discount (if any):

❑ 10% (two consecutive issues) ❑ 15% (four consecutive issues)

❑ Corporate Member (Level _____ Discount _____)

ALL ADS MUST BE PREPAID. PAYMENT IS DUE WITH INSERTION ORDER.

Amount enclosed $_____

❑ A check (payable to CUE) is enclosed

❑ Charge my: ❑ VISA ❑ MasterCard

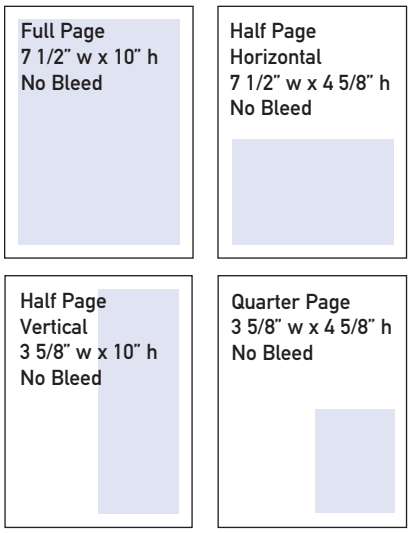
Account Number Exp. Date

Signature *(required for credit card orders)*

Please mail to the CUE office at the address below.

Mechanicals

Publication trim size: 8 1/2 x 11



Materials

Electronic files will be accepted from advertising agencies, printers or graphic designers as follows:

- Adobe InDesign CS2: **include native files, links and fonts**
- Adobe Photoshop CS2: TIF, EPS or JPEG - 300dpi at 100%
- Adobe Illustrator CS2: EPS or AI
- Adobe PDF exported at high resolution (300dpi)

A hard copy or PDF must accompany the file. CD or compressed file sent via email is acceptable.

Cancellation Policy

Cancellations are not accepted after insertion order deadline for that issue. Preferred positions are not cancelable.

Terms

OnCUE reserves the right to accept or reject any advertisement submitted for publication, and will not be held liable for any loss due to error or omission in excess of the value of the advertising space sold to the advertiser.

OnCUE assumes no responsibility if for any reason it becomes necessary to omit any advertisement. Such a step will invalidate the order for insertion, in the missed issue, but will not constitute breach of contract.

Each advertisement is accepted with the understanding that the advertiser and advertising agency are authorized to publish its contents and agree to indemnify OnCUE against any loss or expense resulting from claims arising out of its publication.

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