

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	*1-Color
Full Page	<input type="checkbox"/> \$800	<input type="checkbox"/> \$825
Half Page horizontal	<input type="checkbox"/> \$500	<input type="checkbox"/> \$525
Half Page vertical	<input type="checkbox"/> \$500	<input type="checkbox"/> \$525
Quarter Page	<input type="checkbox"/> \$350	<input type="checkbox"/> \$375
Preferred Positions:		
Inside Front or Back Cover (full page)	<input type="checkbox"/> \$875	<input type="checkbox"/> \$900
Back Cover (half page)	<input type="checkbox"/> \$550	<input type="checkbox"/> \$575
Center Page Spread (16" x 10")	<input type="checkbox"/> \$1800	<input type="checkbox"/> \$1875

*1-color selected by publisher.

Issue(s) Year

- Fall _____
- Winter _____
- Spring _____
- Summer _____

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

Full Page
7 1/2" w x 10" h
No Bleed

Half Page
Horizontal
7 1/2" w x 4 5/8" h
No Bleed

Half Page
Vertical
3 5/8" w x 10" h
No Bleed

Quarter Page
3 5/8" w x 4 5/8" h
No Bleed

Materials

Electronic files will be accepted from advertising agencies, printers or graphic designers as follows: Macintosh files using QuarkXpress 3.32 and 4.0, Photoshop 3.0, 4.0 and 5.0 or Illustrator 5.5 to 9.0 software programs. If you are working in Quark, resolution should read 1828 dpi in layout document. ***Please include art and font files.

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.