



# INSERTION ORDER FORM

## CLIENT

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Company \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 \_\_\_\_\_ Email \_\_\_\_\_  
 \_\_\_\_\_ Website \_\_\_\_\_

## BILL TO (if different)

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Company \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 PO # \_\_\_\_\_ Email \_\_\_\_\_

## CONTRACT SCHEDULE

Frequency Rate: 1x 2x 4x Other:

Issue	Volume	Theme	Size	Color	Placement	Prod. Chgs.	Total ea. issue
Winter '10	22#2	Travel					\$
Spring '11	22#3	Food and Nutrition					\$
Summer '11	22#4	Student Retention					\$
Fall '11	23#1	Student Edition					\$

Total Amount of Contract: \$ \_\_\_\_\_

Payment Due (with each ad insertion): \$ \_\_\_\_\_

## MAIL AD, PROOF, & SIGNED ORDER FORM TO:

Advertising Department □ Tribal College Journal  
 P.O. Box 720 □ 130 E. Montezuma St.  
 Mancos, CO 81328  
 kim@tribalcollegejournal.org

## IMPORTANT NOTICE

The undersigned agrees to insert advertising as indicated in this contract. Advertising in *Tribal College Journal* is subject to the policies, mechanical requirements, and rates specified in current media kit. Submission of copy is the responsibility of the advertiser. Advertiser is liable for cost of contracted space not used. In the event of nonpayment, publisher reserves the right to hold advertiser and/or its advertising agency jointly and severally liable for costs due to the publisher. 50% of the ad price will be charged for a cancellation made after the final ad deadline. Rate is based upon customer providing color proof and "camera-ready" art by the final ad deadline. Ad must be correct size and in the correct format as specified in mechanical requirements. Any art or production services necessary to build or modify an ad will be billed at \$75/hour. Agreed and accepted:

Authorized Signature/Title \_\_\_\_\_

Date \_\_\_\_\_