

Advertisement Layout Sheet

Date _____	Name _____	Company _____
Phone _____	Fax _____	E-mail _____
Shipping Address _____		
Additional Contacts (for time-sensitive approvals) _____		

Ad Size	<input type="checkbox"/> Full Page	<input type="checkbox"/> ½ Page Vertical	<input type="checkbox"/> ½ Page Horizontal	<input type="checkbox"/> 1/6 Page
	<input type="checkbox"/> 2-Page Spread	<input type="checkbox"/> ¼ Page Vertical	<input type="checkbox"/> ¼ Page Horizontal	<input type="checkbox"/> 1/8 Page
Ad Type	<input type="checkbox"/> New Ad	<input type="checkbox"/> Ad Change from Previous Month _____, Year _____		
Artwork	<input type="checkbox"/> Ad Design Needed	<input type="checkbox"/> Camera-Ready	<input type="checkbox"/> Via E-mail	<input type="checkbox"/> Via Drive
	File Format _____ File Name _____			
	(Provide printed or PDF copy of electronic art for file confirmation.)			

Ad Design

For all artwork that is not camera-ready, please include *only* & any information as you'd like it to appear on your ad.

Company Name _____ Website _____

Address _____ Email _____

Phone _____ Hours _____

Slogan _____

What do you sell? _____

What are its advantages? (Circle the most important.)

Operational Highlights (accepted credit cards, advanced equipment, etc.) _____

Attachments:

Via E-mail Via Disk/Drive

File Name _____

Instructions _____

(Please provide printed or PDF copy of electronic art for correct file confirmation.)

From Examples of

<input type="checkbox"/> Business Card	<input type="checkbox"/> Letterhead
<input type="checkbox"/> Brochure	<input type="checkbox"/> Different Ad
<input type="checkbox"/> Other _____	

Additional Directions _____

Ad Design Example