



## Advertising Insertion Order

Advertiser: \_\_\_\_\_ Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Web address: \_\_\_\_\_

Ad Agency: \_\_\_\_\_ Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Web address: \_\_\_\_\_

### Campaign Plans (mark frequency option)

12x \_\_\_\_\_ 8x \_\_\_\_\_ 4x \_\_\_\_\_ 1x \_\_\_\_\_

### Months of Ad Placement (circle insertion dates)

Jan. Feb. March April May June July August Sept. Oct. Nov. Dec.

Ad Size: \_\_\_\_\_ Rate Per Ad: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Terms: Payment for 1<sup>st</sup> ad of agreement is due upon authorization of agreement. Following payments are due at publication. The purchaser agrees to furnish all advertising copy and images within five (5) days of VBR deadline. It is understood that all ads may have a maximum of two (2) content and/or design changes. After that point, a design fee of \$75 per change will be assessed. It is agreed that the copy for all advertising published under this contract shall be subject to the approval of VBR general manager and the general manager reserves the right to reject any copy. Upon completion of final ad submissions, ad will print as is. In the event an outstanding balance is not paid and is placed in the hands of an attorney, the advertiser agrees to pay all reasonable attorney fees. Authorization of this agreement guarantees personal liability of payment.

**X** \_\_\_\_\_  
**Client Authorization**

\_\_\_\_\_  
**Valley Business Report Authorization**