



shelter bay community, inc.™
Ad Hoc Communications Committee Guidelines

NEWSLETTER ADVERTISING ORDER

ADVERTISER INFORMATION

Business Name _____

Contact Person _____

Mailing Address _____

City/State/Zip _____

Phone _____ Email _____

Signature (agreement with terms outlined below): _____

SIZE OF AD (check one)

√	Type	Size	Cost Per Month*
<input type="checkbox"/>	Business Card	2½" high x 3" wide	\$ 27.50
<input type="checkbox"/>	Quarter Page	4" high x 3½" wide	\$ 49.50
<input type="checkbox"/>	Half Page	4" high x 7" wide	\$ 99.00

LENGTH OF AD TIME (complete)

√	Duration	Rate* <small>(see Cost Per Month above)</small>	Duration Discount	Non-Profit Discount <small>(if applicable)</small>	Total Cost
<input type="checkbox"/>	1 month	\$	0%	10%	\$
<input type="checkbox"/>	3 months	\$	10%	10%	\$
<input type="checkbox"/>	6 months	\$	15%	10%	\$
<input type="checkbox"/>	12 months	\$	20%	10%	\$

ADVERTISEMENT FORMAT: The Ad must be provided to the Production Assistant in a “camera-ready” Word, Publisher, or JPEG format, or as a document (business card or typed format) that can be scanned into Publisher. The Production Editor will attempt to work with other formats received, but there is no guarantee that they will be acceptable.

Ad Submittal Deadline: 10th of each month, for publication the following month.

Payment Information: Payment is due with submittal of advertisement.

For additional information, please contact the Shelter Bay Office Secretary at bjjolmesli@shelterbay.net.