2015-2016

ADVERTISING INSERTION ORDER

Our Town
TOWN of WAKE FOREST

Advertiser Information

501c3 ORGANIZATION?
☐ YES ☐ NO

COMPANY / ORGANIZATION NAME | TODAY'S DATE

ADDRESS | CITY | STATE | ZIP

WEBSITE | PHONE

CONTACT NAME | CONTACT PHONE

CONTACT EMAIL

Agency Information (IF APPLICABLE)

AGENCY

ADDRESS | CITY | STATE | ZIP

CONTACT NAME | CONTACT EMAIL | CONTACT PHONE

Space Reservation SELECT AD SIZE & INSERTIONS

AD SIZE	RATE PER INSERTION*
☐ Full Page *Back Cover*	$950
☐ Full Page	$750
☐ Half Page *Vertical*	$450
☐ Half Page *Horizontal*	$450
☐ Quarter Page	$250
☐ Eighth Page *Horizontal*	$175

**20% rate discount for 501c3 organizations*

INSERTION(S)*	SPACE RESERVATION	AD DUE
☐ July/Aug 2015	May 26	June 1
☐ Sept/Oct 2015	July 24	Aug 1
☐ Nov/Dec 2015	Sept 24	Oct 1
☐ Jan/Feb 2016	Nov 24	Dec 1
☐ March/April 2016	Jan 25	Feb 1
☐ May/June 2016	March 25	April 1
☐ July/Aug 2016	May 26	June 1
☐ Sept/Oct 2016	July 25	Aug 1
☐ Nov/Dec 2016	Sept 26	Oct 3

**15% series discount for 3-5 insertions; 20% discount for 6 insertions*

	x		=		
RATE PER INSERTION		NUMBER OF INSERTIONS		TOTAL DUE	TOTAL w/SERIES DISCOUNT

TOWN *of*
WAKE FOREST

Terms

RIGHT OF REFUSAL: The Town of Wake Forest reserves the right to refuse advertising and may, at its sole discretion, edit, reject or cancel at any time any advertising submitted by advertiser.

POSITIONING: The back cover is a designated space. All other ads will be positioned at the publisher's discretion.

ARTWORK: All ads are full color. Artwork must be provided as a print-ready PDF.

LIABILITY: The town assumes no liability for any advertisement and is not responsible for errors in camera-ready ads. The town shall not be liable to advertiser for any loss that results from the incorrect publication, positioning or omission of its advertisements.

PAYMENT: Cash, check or credit card is accepted for payment. **All ad sales are final. No refunds**.

ADVERTISER'S SIGNATURE | DATE

SUBMIT

Please return completed order form and full payment by the space reservation deadline to:
Anna Bolton | abolton@wakeforestnc.gov
919.435.9422 | fax 919.435.9419