



CONTACT AND BILLING INFORMATION

Business Name _____
Your Name _____
Physical Address _____
City _____ Zip Code _____
Postal (Billing) Address _____
City _____ Zip Code _____
Business Phone _____ Business Fax _____
Home Phone _____ Home Fax _____
E-mail _____ Web Address _____

POLICIES AND AGREEMENTS

- In return for monies spent as per the printed rate sheet, the Whidbey Marketplace and Community Journal agrees to print and distribute twenty-six issues of the Whidbey Marketplace and Community Journal per year. Distribution is by direct mail to all postal routes and PO Boxes on Whidbey Island (excluding Oak Harbor City Proper). Additional copies are made available through local businesses island wide. An Advertising, Print and Circulation Schedule is available upon request.
- The Whidbey Marketplace and Community Journal will attempt to support and coordinate with each advertiser on the content and layout of each advertisement, but does not act as an advertising agency or design studio and will not create logos or design conceptual ads, except by prior arrangement and agreement.
- All advertisements will be proofed and a signature by the client will constitute agreement on advertising layout and content.
- Failure by the advertiser in this agreement to complete the full number of insertions during the contractual period as hereby agreed, will entitle the Whidbey Marketplace and Community Journal to pro-rate the previous advertisements to fall under the applicable rate for the number of advertisements actually inserted.
- The Whidbey Marketplace and Community Journal shall not be held at fault or libel for failure to print on time or distribute the paper in the contractually agreed manner in case of error or failure by the printer or any other event which causes such failure which is beyond the control of the Whidbey Marketplace and Community Journal.
- **PAYMENT:** Advertisers are invoiced after each issue and our terms are Net 15 days from invoice date with the exception of service and economy advertising which have special billing procedures. We do require prepayment on open rate advertisements and for new (first-time) advertisers. We do offer prepayment discounts on regular display advertising or restaurant, real estate and automotive directory advertising contracts.

ADVERTISING INFORMATION

For Display, Restaurant, Real Estate and Automotive Directory Advertising:

Contracted Insertion Rate : 6 Time Rate 13 Time Rate 26 Time Rate
I/We hereby agree to run _____ advertisements over the next 12 months beginning with issue # _____ (Date: _____)

For Service Directory and Economy Advertising:

Contracted Insertion Rate: Economy Advertising (6 times only) Service Advertising
I/We hereby agree to run _____ advertisements over [] months beginning with issue # _____ (Date: _____)
Preferred Proofing Method: Fax Email (Adobe® Acrobat® Reader® required!)* Drop-Off Hard Copy Pick-Up Hard Copy
Invoice Options: US Mail E-mail Other Payment Options: Prepay Automatic Credit Card Payment

Signature _____ Print _____ Date _____

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*Adobe® Acrobat® Reader® software lets you view/print Adobe Portable Document Format (PDF) files. PDF files are small and very stable on all major computer platforms, allowing fast error-free transmission of complicated, graphically rich files. If you do not currently have Adobe® Acrobat® Reader® v.4.0 or newer, you may download it for free from www.adobe.com.