

# VOLUNTEER VOICES

## Advertising Contract



**JUNIOR LEAGUE OF  
MEMPHIS**

*Women building better communities*

<b>1. Advertiser Information</b>	
<b>Name of Advertiser:</b>	<b>Contact Name:</b>
<b>Address:</b>	<b>Phone:</b>
<b>City, State:</b>	<b>Fax:</b>
<b>Zip:</b>	<b>Email:</b>
<b>Ad Agency:</b>	<b>Ad Agency Contact Name:</b>
<b>Address:</b>	<b>Ad Agency Phone:</b>
<b>City, State:</b>	<b>Ad Agency Fax:</b>
<b>Zip:</b>	<b>Ad Agency Email:</b>
<b>2. Issue of Ad Insertion (print dates may be approximate)</b>	
<b>FALL '10 – October 1, 2010</b>	<b>Artwork Deadline: August 15, 2010</b>
<b>SPRING '11 – April 6, 2011</b>	<b>Artwork Deadline: February 13, 2011</b>
<b>FALL '11 - TBD</b>	<b>Artwork Deadline: TBD</b>
<b>3. Specifications of Ad Insertion</b>	
<b>Size of Ad (see attached "Size Option" chart):</b>	
<b>Cost of Ad (see attached "Rate Card"):</b>	
<b>Orientation (circle one):</b>	<b>Horizontal            OR            Vertical</b>
<b>Color (circle one):</b>	<b>Black and White   OR            Color</b>
<b>4. Material Format (circle one)</b>	<b>Adobe InDesign    Adobe Illustrator    Adobe Pagemaker Quark Xpress                Macromedia Freehand    PDF</b>
<input type="checkbox"/> <b>Email File</b>	<b>Email to: <a href="mailto:volunteervoices@jlmemphis.org">volunteervoices@jlmemphis.org</a></b>
<input type="checkbox"/> <b>Mail Disk</b>	<b>Mail to: Junior League of Memphis, 3475 Central Avenue, Memphis, TN 38111, Attn: Volunteer Voices</b>
<b>5. Cost</b>	
<b>Cost of Advertising Space \$ _____</b>	<b>Number of Issues _____</b>
<b>Total Cost: _____</b>	
<b>6. Payment Terms</b>	
<input type="checkbox"/> <b>Full payment with Contract (required for 1<sup>st</sup> time)</b>	<input type="checkbox"/> <b>Bill me upon Publication</b>
<p>Advertising rates are based on camera ready art. Advertiser will incur additional charges for type changes, color separations, art or photo changes, reductions or enlargements. No agency commissions paid. Additional charge for special placement. Specific artwork must be submitted by artwork deadlines above to be run in their respective issues. If no artwork is supplied, a company name and address can be used. <input type="checkbox"/> <b>Advertiser's Initials</b></p> <p>Furnished color ads must be accompanied by a progressive proof or color key proof. Furnished color separations should be 150 line screen, right reading emulsion down. All stipulations must be embodied herein. No verbal agreements are enforceable and any modification to this Advertising Contract must be in writing and signed by both parties. Publisher reserves the right to print the name and address of the Advertiser if the copy is not in by the issue's ad deadline and Advertiser will be billed. All artwork to be returned must be clearly marked to that effect with the address to which it should be sent. All materials in Volunteer Voices becomes the property of the Junior League of Memphis (JLM) and may not be reproduced without the permission of JLM.</p>	
<b>Advertiser's Signature or Authorization via Email</b>	<b>Date: _____</b>
<p>Please make checks payable to Junior League of Memphis and mail to 3475 Central Avenue, Memphis, TN 38111. If you have questions or need additional information, please call 452-2151 and leave a message.</p>	