



## Insertion Order 2016 Website/Newsletter Advertising

**Please provide complete billing information**

Send invoice to:  Advertiser  Advertising Agency (+15%)

Advertiser Company \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Advertising Agency Company \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Please select frequency**

1 Month \$1,000  3 Months \$2,900  6 Months \$5,600  12 Months \$11,000

Beginning Date \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Ending Date \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Advertising Agency (+15%): \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

**Payment Method** (I agree with this contract including the terms and conditions)

Check Enclosed     VISA     MasterCard     AmericanExpress

Ad is included in NADONA Special offer at no additional charge\* (Description) \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Contact \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Card# \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_

Card ID \_\_\_\_\_

(3 digit code on back of card)

\*Special offers may include convention package inclusion, inclusion with corporate membership, etc.

**NADONA/LTC • 1329 E. Kemper Road, Suite 4100A • Springdale, OH 45246**

**Phone: 513-791-3679 Fax: 513-791-3699 • Tax ID# 35-1698902**

**Terms and Conditions**

A copy of the written confirmation stating size, name of the advertiser, date of publication and position must be included with artwork. Payment in full for advertising space must accompany artwork. All artwork and payments must be received within 30 days after written confirmation has been received at the NADONA/LTC office. Delinquency will result in space in question to once again become available. The publisher reserves the right to reposition ad space whenever necessary with no additional cost to the advertiser. Receipt of an order is assumed acceptance of all rates and terms under which the advertising is sold. The publisher reserves the right to print the word "Advertisement" under such material that, in the opinion of the publisher, appears to be editorial. Any changes deemed necessary by the publisher for reasons involving print quality or process will be charged to the advertiser. All advertising must be within the publication's standards. The publisher reserves the right to omit any material that, in their opinion, does not coincide with these standards. Advertisers and their agencies agree to provide any and all permission for use of text, illustrations, sketches, trademarks or labels that is copyrighted material. Reproduction of photographs must be accompanied by permission to reprint. The publisher reserves the right to reject or omit any advertisement that fails to comply with these standards. It is understood that NADONA/LTC does not necessarily endorse or support advertisements that appear in The Director. Advertiser agrees to indemnify and to hold publisher harmless from any and all liability, damages, claims, or causes of action, including reasonable legal fees and expenses that may be incurred, arising out of or related to Advertiser's breach of any foregoing representations and warranties. included with artwork.

**Closing Dates**

- o All payments for advertisements are to be made in full within 30 days after invoiced date.
- o Verbal reservations will be accepted through the NADONA/LTC National office only. The verbal request must be immediately followed by written confirmation (Insertion Order) within 48 hours via fax or mail.
- o All cancellations in ad space must be received in writing 30 days prior to print date. Cancellations received after closing date are subject to a \$500 service charge.

**Mechanical Requirements**

For best reproduction of ads, submit (In order of preference):

- o PDF file: Save as CMYK and print quality should be 300 dpi at 100% of image.
- o All images saved to a CD with proofs.