

Advertising Insertion Order



Bulverde/Spring Branch Area Chamber of Commerce

121 Bulverde Crossing #115
Bulverde, TX 78163
830-438-4285 Fax: 830-438-8572
www.bulverdespringbranchchamber.com

IMPORTANT! Read All Contract Conditions Carefully. The Publisher Cannot Be Liable for Any Oral Agreements or Special Arrangements.

(1) All contracts subject to acceptance by Publisher. (2) This contract is with the Advertiser; change of ownership or management will not affect or modify contract obligations, nor will the assertion that the signature was made by an unauthorized employee of the Advertiser. (3) Failure to acknowledge or return proof will not alter contract payment terms or obligations. (4) In the event that payment is not made by Advertiser, in accordance with conditions of this contract, Publisher reserves the right to pursue remedy through use of an outside collection agency. (5) Publisher shall not be bound by any promises or agreements not contained herein, nor shall any such relieve Advertiser or agent or their obligations hereunder. (6) Publisher shall make reasonable attempts to match color requests, subject to technical limitations in the printing process. (7) Orders may not be cancelled once received at the Publisher's office. (8) Publisher cannot guarantee placement of advertisements unless specified on Insertion Order. (9) Advertisers and advertising agencies are liable for all content (including text, representation and illustrations) of advertisement and are responsible without limitation, for any and all claims made thereof against the Publisher, its officers, or employees.

☐ Special Production Instructions

Sales Rep _____

Order # _____

■ Publication: _____

Advertiser _____

Advertisement Authorized By _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Additional Address: ☐ Mailing ☐ Billing ☐ Agency/Materials ☐ Proof ☐ Other

Attention _____

Firm _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

■ Ad Formats

Print Ad #1 Size _____ Position _____ Section _____

☐ Display ☐ Advertorial ☐ Color ☐ B/W ☐ Vert ☐ Horiz ☐ Square

☐ Ad Supplied ☐ Ad Production Required

Print Ad #2 Size _____ Position _____ Section _____

☐ Display ☐ Advertorial ☐ Color ☐ B/W ☐ Vert ☐ Horiz ☐ Square

☐ Ad Supplied ☐ Ad Production Required

Other: _____

Email Ad, Content or Questions to: production@chambermarketingpartners.com

Detailed artwork specification sheet available upon request.

■ Schedule of Charges

Print Ad #1 \$ _____

Print Ad #2 \$ _____

Other \$ _____

Ad Production Charges \$ _____

Misc \$ _____

Sub Total \$ _____

TOTAL Due \$ _____

Paid With Order \$ _____

BALANCE Due \$ _____

Please Make Checks Payable To: _____

121 Bulverde Crossing #115, Bulverde, TX 78163

Pay by credit card:

1. Go to www.mychamberad.com/bvsb

2. Enter your payment information (include the order # found at the top of this sheet if available)

I HEREBY WARRANT THAT I HAVE READ THE CONTRACT CONDITIONS AND THAT I HAVE FULL POWER AND AUTHORITY TO SIGN FOR THE ABOVE-NAMED FIRM.

Signature & Title _____ Date _____

Please fax completed order to **830-438-8572** or email back to your sales person: _____