

# inform

ON THE BOARDS

Inform Sales Contact:  
Cathy Guske  
Phone 804-644-3041, ext. 301  
Fax 804-644-6714

2008 Inform Insertion Order for VSAIA Member Firms

Reserve OTB space for my firm in:  Issue 1:2008 No. of placements in Issue 1 = \_\_\_\_\_  
 Issue 2:2008 No. of placements in Issue 2 = \_\_\_\_\_  
 Issue 3:2008 No. of placements in Issue 3 = \_\_\_\_\_  
 Issue 4:2008 No. of placements in Issue 4 = \_\_\_\_\_

Total No. of Placements for 2008:  1 x \$375 ea. = \$375  
 2 x \$350 ea. = \$700  
 3 x \$325 ea. = \$975  
 4 or more x \$300 ea. = \$\_\_\_\_\_ .

### **\*\*NEW\*\* OTB Online listings**

In 2008, your printed projects will be published online at no charge. To enhance your listing with up to 5 additional design images of the same project, check the appropriate boxes below. \$75 will be added to each issue's invoice for each box you check.

**I will supply up to 5 additional images for projects in:**  Issue 1:2008  
 Issue 2:2008  
 Issue 3:2008  
 Issue 4:2008

\*Note: Payment for your placement is due on publication of the issue – do not pay from this order. A separate invoice will be sent.

Firm: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_

Signature of Firm Representative

Print Name

Date

Who should receive e-mail notification of the On The Boards material deadlines?

Name

Print E-mail address

**Read and initial terms and conditions on the following page.**

On The Boards 2008 Contract  
Member Firms

## Terms and Conditions: On the Boards

### **Advertising Responsibility**

Advertisers assume liability for all content of advertisements printed and assume responsibility for any claims that may arise from their advertising. The publisher reserves the right to reject any advertising, including but not limited to any advertisement which, in the publisher's opinion, does not conform to the editorial or graphic standards of the publication.

### **Closing Dates**

Advertising reservations are accepted through closing dates as published or as confirmed by Inform staff. If copy is not received by closing date, or a later date confirmed by Inform staff, the advertiser will be invoiced for that placement.

### **Cancellations**

Cancellations may be made up to 30 days prior to the due date for submissions. Cancellations after this period will not be honored, and advertisers will be billed for the full amount indicated on the contract per space rate earned.

### **Terms**

Payment is due upon receipt of invoice. Accounts not paid in full 30 days after issuance date are subject to 1 1/2% service charge per month. The advertiser agrees to pay all costs of collection, including reasonable attorneys' fees, incurred by the publisher in connection with the collection of any past due account of the advertiser.

Read and initial: \_\_\_\_\_ Date: \_\_\_\_\_