

5410 Grosvenor Lane, Suite 110, Bethesda, Maryland 20814-2199 • (301) 897-8616 • Fax (301) 897-8096

Advertising Insertion Order and Frequency Agreement

Date		Current Advertiser	New Advertiser	
		(advertiser) hereby contracts for _	(frequency) issues within the period o	
(12) months commend	cing		20 and agrees to be responsible for paymen	
	uent monthly deadlin	ne, but advertiser will then be charged	tiser may terminate this contract in writing any and agrees to pay for space used under this	
shall be in writing. Ne	ither the advertiser n		e of the next scheduled issue. All cancellations ne closing date. (See rate card for closing dates.) be repeated.	
	ssume liability for all	l content of advertisements printed and	onal or ethical considerations. Advertiser and lassume responsibility for any claims which may	
artwork not meeting e non-commissionable.	lectronic and size spe Requested positions	ecifications and or received after deadl are not guaranteed unless stated as a p	ser. Additional fees will be charged for any ine date. Any production charges incurred are paid position. Any invoices outstanding for morne until all past accounts are paid in full.	
Insertion Dates □January □February	□March □April □	IMay □June □July □August □Septe	ember October November December	
Artwork ☐New ad is enclosed	□Ad will follow	☐Use ad currently on file ☐Cole	or □B/W Ad Size	
Cost				
B/W Gross Rate:	\$			
Premium Position:	\$	If New Adverti	ser please include payment for first insertion	
Color Charge:	\$		aclosed \$	
Gross Rate:	\$			
Agency Discount:	\$	Party responsible f	or payment:	
Net Rate:	\$			
Company Name		Name of Agency (if a	Name of Agency (if applicable)	
Contact		Contact	Contact	
Address		Address	Address	
Address		Address	Address	
Phone		Phone	Phone	
Fax		Fax	Fax	
Email		Email	Email	
Authorized by		A such audies d. b.		