

# FOCUS ADVERTISING INSERTION ORDER

BIG **i** | INDIANA

I authorize you to reserve the following ad space in Big I Indiana's bi-monthly *FOCUS* Magazine:

**Full** Page Ad \_\_\_\_\_

**Half** Page Ad \_\_\_\_\_

**1/4** Page Ad \_\_\_\_\_

**Subject to availability and first come, first served:**

**Inside** Front Cover \_\_\_\_\_ **Inside** Back Cover \_\_\_\_\_ **Outside** Back Cover \_\_\_\_\_

Note that Preferred Position Requests are accepted upon availability and first-come, first served basis at a 20% premium over the advertising rate. You must reserve preferred positions by the 1<sup>st</sup> of the month.

**Please schedule ads** in the following monthly issues @ \$ \_\_\_\_\_ per issue = \$ \_\_\_\_\_

January \_\_\_\_\_

March \_\_\_\_\_

May \_\_\_\_\_

July \_\_\_\_\_

September \_\_\_\_\_

November \_\_\_\_\_

\_\_\_\_\_ New Ad artwork to be submitted via email or Dropbox by the 1<sup>st</sup>

**(If Dropbox you must notify Melissa Hall)**

\_\_\_\_\_ **Same ad** will be run for all insertions

Issue	Art Deadlines
January	December 1
March	February 1
May	April 1
July	June 1
September	August 1
November	October 1

## Invoicing

\_\_\_\_\_ Invoice us for **ALL** issues

\_\_\_\_\_ Invoice us **Per** Issue

\_\_\_\_\_ Send Invoices to Member Company

\_\_\_\_\_ or Advertising Agency

Big I Indiana Member Company and Advertising Agency (if applicable) will receive one copy of *FOCUS* with the invoice. Additional copies are available on our website at [www.bigi.org](http://www.bigi.org) in the Member Resources/Member Publications section or at the Big I Indiana office.

**Payment is due within 30 days of invoice date.** Any account that is more than 45 days past due may not advertise in current or future issues until the outstanding balance is paid in full.

**Advertising Company Name** \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Advertising Agency** \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_