



Colorado Springs - Pikes Peak Region
Community Guide & Relocation Directory



Advertising Insertion Order

Please sign and fax back to 303-794-4055

Advertising Company: \_\_\_\_\_ Purchase Order # \_\_\_\_\_ (If applicable) Sales Rep: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Cell: \_\_\_\_\_
Contact Email Address: \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ad term/edition(s): (check all that apply) Winter: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ Fall: \_\_\_\_\_
Ad Size: \_\_\_\_\_ Page #: \_\_\_\_\_ Position: \_\_\_\_\_ Ad Rate: \$ \_\_\_\_\_ Online: \$ \_\_\_\_\_
(1) Advertisement Start Date: \_\_\_\_\_, 200\_\_ Advertisement End Date: \_\_\_\_\_, 200\_\_ N, S (Circle 1)
(2) Advertisement Start Date: \_\_\_\_\_, 200\_\_ Advertisement End Date: \_\_\_\_\_, 200\_\_ N, S (Circle 1)

Ad Preparation:

- \_\_\_\_\_ Ad will be prepared internally. (Press ready approved art to be provided.)
\_\_\_\_\_ Ad will be prepared by a professional ad agency. (Press ready approved art to be provided.)
\_\_\_\_\_ One Source Marketing will prepare advertisement at the standard rate of \$55/hr.

Notes/Details: \_\_\_\_\_

Artist contact information: \_\_\_\_\_

Ad Purchase Agreement Contract:

I, \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ as a representative of
(company) \_\_\_\_\_, agree to pay One Source Marketing, LLC \$ \_\_\_\_\_ for an
advertisement(s) in the Colorado Springs Community Guide, 200\_\_ Edition(s) as described and selected above.
Ad preparation costs will be additional as agreed upon prior to commencement of work.
Payment will be remitted as per guidelines published by One Source Marketing, LLC.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: 303-703-3600
Fax: 303-794-4055
Email: info@onemarketingsource.com
Web: www.onemarketingsource.com

Please remit payment to:
Mail: One Source Marketing, LLC
PO Box 2067
Littleton, CO 80161

Credit Card Payment:

Name on card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Address where card issued: \_\_\_\_\_

Expiration Date: \_\_\_/\_\_\_/\_\_\_ CCV# \_\_\_ [ ] Visa [ ] MasterCard

Authorized Signature of cardholder: \_\_\_\_\_

Terms and Conditions:

- [ ] 50% advance payment is required upon order agreement for all advertisers who have not established credit with One Source Marketing, LLC.
Your ad space will not be reserved until payment conditions are met. Please request credit application from your sales representative.
[ ] Late Charges: A late fee of \$75 will be assessed for ads received past artwork deadline. A late fee of \$150 will be assessed for ads received at
proofing. These charges are in addition to all normally billed production charges. Any costs incurred related to changes and alterations made at
printing due to client error, late additions & changes are to be charged back to the client.
[ ] Payment Terms: All past-due accounts subject to an additional 1.5% interest charge per month. Advertiser and agency shall be held jointly liable
for past-due accounts. In the event of non-payment, One Source Marketing is entitled to any court costs, collection costs, attorney's fees, or other
costs, which may result from the non-payment or late payment of this commitment.

Thank you for supporting this publication.



## Advertisement Pricing- Colorado Springs and Denver

Prices based per quarter with discounted prices applicable for multiple publication commitments. Advertiser may opt to combine Denver and Colorado Springs publications to receive discounted ad fee.

Quantity			15000	15000	15000	15000	60000
listing	Restaurants 2-line	\$150	\$150	\$255	\$351	\$402	\$0.007
listing	Hotels 2-line	\$150	\$150	\$255	\$351	\$402	\$0.007
Church Dir	4-8 line listing	\$275	\$275	\$468	\$644	\$737	\$0.012
1.5 x 3.5	Service Dir	\$275	\$275	\$468	\$644	\$737	\$0.012
2 x 3.5	1/9 page	\$395	\$395	\$672	\$924	\$1,059	\$0.018
2.25 x 4.5	1/6 page	\$495	\$495	\$842	\$1,158	\$1,327	\$0.022
3.75 x 4.5	1/4 page	\$695	\$695	\$1,182	\$1,626	\$1,863	\$0.031
3 x 7.25	1/3 page	\$895	\$895	\$1,522	\$2,094	\$2,399	\$0.040
4.5 x 7.5	1/2 page	\$1,295	\$1,295	\$2,202	\$3,030	\$3,471	\$0.058
8.25 x 10.75	Full Page-inside	\$1,495	\$1,495	\$2,542	\$3,498	\$4,007	\$0.067
8.25 x 10.75	cover inside back	\$1,895	\$1,895	\$3,222	\$4,434	\$5,079	\$0.085
8.25 x 10.75	cover inside front	\$1,995	\$1,995	\$3,392	\$4,668	\$5,347	\$0.089
8.25 x 10.75	cover outside Back	\$2,195	\$2,195	\$3,732	\$5,136	\$5,883	\$0.098
<b>Custom Covers.</b>							
	1S color		2S color				
500	\$1.95	\$975.00	\$3.00	\$1,501.50			
1000	\$1.65	\$1,650.00	\$2.48	\$2,475.00			
1500	\$1.25	\$1,875.00	\$1.80	\$2,700.00			
2000	\$1.10	\$2,200.00	\$1.49	\$2,970.00			
2500	\$0.99	\$2,475.00	\$1.24	\$3,093.75			



## One Source Marketing

### Ad File Production & Submission Specs

For assistance, please call 303-703-3600

Or contact your sales representative

Email: [Info@onemarketingsource.com](mailto:Info@onemarketingsource.com)

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**File Submission:**

Mail: One Source Marketing, LLC  
PO Box 2067  
Littleton, CO 80161

**File Preparation:**

One Source Marketing Graphics Department works on a PC platform and prefers files created with the following software:  
(We do have Mac available on a limited basis)

- Adobe Illustrator CS - Please include Fonts that are not standard to Windows XP, otherwise **outline fonts**.
- Adobe Photoshop – Images must be CMYK, 300DPI, Include bleeds.
- Adobe Acrobat – 600 DPI preferred with outlined fonts.
- Quark Xpress (all Fonts and Images must be included on disk)

Note: Please outline all fonts to avoid delay and RIP problems. Please include at least 1/8” bleed on all art that bleeds color.

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**Images:**

- Color Adobe Photoshop photos must be saved in CMYK mode, 300 dpi resolution, 100% in ad, and saved as a TIFF or EPS (DCS off).
- Black and white Adobe Photoshop photos must be saved in grayscale mode, 300 resolution, and saved as a TIFF or EPS (DCS off).
- Adobe Photoshop bitmap images must be saved at 1200 resolution.
- Adobe Illustrator images must be CMYK with no spot colors, and have all fonts converted to outlines. Please include all linked images.

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**Fonts:**

Fonts for both Macintosh and PC converted to outlines (even if you provide fonts)  
Illustrator documents must have type converted to outlines (to avoid potential RIP problems.)

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**File Transfer Methods:**

We can accept ads submitted on:

- CDs and DVDs –Mail, courier (call for address) or we will pick up (locally)
- 100-MB Zip disks
- Flash Drive
- Email: [info@onemarketingsource.com](mailto:info@onemarketingsource.com)
- FTP: contact Dan @ 303-703-3600 if file is too large to email to arrange FTP upload or Transfer large files via Senduit web based utility at [www.senduit.com](http://www.senduit.com). It's FREE and EASY. Just attach file and Senduit will email us the FTP link for download.

\*\*\*Please change the time posted to EXPIRE TIME to “5 Days” to allow enough time for processing the download.

\*\*\*Please use [info@onemarketingsource.com](mailto:info@onemarketingsource.com) as the target email address.

**Thank you.**