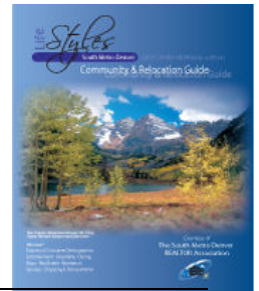




Community Guide & Relocation Directory
North and South Metropolitan Denver



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: ___ Market: ___
Ad Size: _____ Page #: _____ Position: _____ Ad Rate: \$ _____ Online: \$ _____
(1) Advertisement Start Date: _____, 200_ Advertisement End Date: _____, 201_ N, S (Circle 1)
(2) Advertisement Start Date: _____, 200_ Advertisement End Date: _____, 201_ N, S (Circle 1)

Ad Preparation:

- ___ Ad will be prepared internally.
___ Ad will be prepared by a professional ad agency.
___ One Source Marketing will prepare ad material at the rate of \$55/hr

Notes/Details: _____

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 _____ Metro Community Guide, 20 _____ 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: _____ CCV _____

Address where card issued: _____

Expiration Date: ___/___/___ [] Visa [] MasterCard

Authorized Signature of cardholder: _____

Terms and Conditions:

- [] Pre-Payment Discount: A full 2% discount is given for full pre-payment of ad contract upon commitment of order.
[] 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.
[] 50% advance payment is required 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.
[] 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.



One Source Marketing

Ad File Production & Submission Specs

For assistance, please call 303-703-3600

Or contact your sales representative

Email: Info@onemarketingsource.com

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.

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.

Fonts:

Postscript Fonts for Macintosh converted to outlines

True Type Fonts may be substituted

Illustrator documents must have type converted to outlines (to avoid potential RIP problems.)

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

-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. It's FREE and EASY. Just attach file and Senduit will email us FTP link for download. Please use info@onemarketingsource.com as the target email address.
