Birmingham Islamic Society

Newsletter Advertising Contract

Business Name:_____Phone:_____

Contact Name:_____Email:_____

Ad Options - circle ad choice	Size	Price Per Issue	Year Price (Paid in Full)
Full Page	8” x 10”	$50	$500
Half Page	8” x 5”	$30	$350
Quarter Page	4” x 3.5”	$20	$200
1/8th Page	3.5” x 2”	$10	$100

Specify month(s) to run ad: January February March April May June July August September October November December: Year _____

Ad Specifications: Ads can be run on a per month basis, quarterly or for the full calendar year. Ads must be submitted digitally at the size specified, print ready, at least 300 dpi and in a tiff or pdf format. All ads must be submitted in Grayscale. The BIS reserves the right to refuse any ad that does not meet the standards set by the BIS.

Deadlines: All ads must be submitted to the BIS office by 15th of the month, prior to when the ad is scheduled to run. (Example: If the ad is requested to run in June, payment is due upon reservation and the artwork is due by the 15th of May.)

Billing terms: Ad rates listed above are for print ready ads. Payment is expected in full at the time of reservation. Quarterly billing is available with full-year contracts only.
Cancellations: Payments received will not be refunded. Cancellations of full-year contracts will be charged a 20% processing fee of the total ad purchase price.

CHARGE MY CREDIT CARD FOR THE TOTAL AMOUNT INDICATED ☐ MasterCard ☐ Visa

Card Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Exp. Date: ☐☐ ☐☐ 3-digit Code ☐☐☐

Billing Address:_____City/State/Zip:_____

Required information for quarterly payments:
I understand that as an advertiser who makes quarterly payments, I am required to provide a credit card number above to secure my ad reservation. I understand that this card number will be kept on file and will be charged automatically at the beginning of every quarter unless payment is previously made otherwise. In the event of a cancellation of a quarterly paid advertisement, my card will be charged a 20% processing fee.

Charge Credit Card: Full Amount Quarterly Payments Check Enclosed

Total Amount Charged: $_____Signature: _____

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I have read and understand the above contract and agree to the terms and conditions listed herein.

_____

Advertiser’s Signature Date (DD/MM/YY)

Send Advertising Contract to:
2524 Hackberry Lane, Hoover AL 35226
Hoover Crescent Islamic Center
Phone: 205-879-4247
Fax: 205-822-0164
Email: bisoffice@bisweb.org

Office use:

DateReceived:_____

Artwork Received ☐

TotalAmt:_____

AmtReceived:_____

Fee Amt:_____

[i] Updated 1/14