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WASHINGTON CHAPTER AMERICAN INSTITUTE OF ARCHITECTS

2010 ARCHITECTURE DC Insertion Order / Advertising Contract

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Issue Date	Space Reservations Deadline	Ad Artwork Due	Advertising Specifications				TOTAL
			Ad Size	Color	*Ad Materials NEW or	Position	
ARCHITECTURE DC							
SPRING 2010	1/15/2010	1/22/2010		4 COLOR		ROP	
SUMMER 2010	4/16/2010	4/23/2010		4 COLOR		ROP	
FALL 2010	7/9/2010	7/16/2010		4 COLOR		ROP	
WINTER 2010	10/22/2010	10/29/2010		4 COLOR		ROP	
TOTAL 2010 ArchitectureDC Advertising Allocation							\$0.00

* New ad materials are due on the sales close. If ad is a pick up of a previous ad please specify which issue.

Signature/Title: _____ Date: _____
 (Please retain a copy for your records)

Please print your name as signed above: _____

Billing Options:

Please invoice us at close of each issue, we understand payment is expected upon receipt of invoice.

Please charge rates to the following card for each insertion, as each issue closes.

Credit Card #: _____ / _____ / _____ / _____ EXP Date: ____ / ____ CVV Code: _____

Name on Card: _____ Billing Zip for Card: _____

Cardholder Signature: _____

Notes:

Advertiser indemnifies Media Sales and The Washington Chapter of the American Institute of Architects against losses or liabilities arising from this advertising. Media Sales assumes no liability, except to the extent of a one time paid advertisement of the same specification, in the next or similar publication, if any proven or admitted errors or omissions have occurred. Payment is due upon receipt of the invoice. Interest shall be charged at 2% per month compounded to yield 26.82% per year on overdue accounts. A charge of \$30.00 will be levied against all returned checks. Revisions to previously submitted ad copy are subject to additional charges. In the event of a contract cancellation, the advertiser/or agency agrees to repay Media Sales any discounts granted for multiple insertions less any discount applicable for the number of insertions completed in the contract. All cancellations must be received in writing prior to the advertising sales deadline. Premium positions are noncancelable. Prices are net of agency commission. Ads may also appear in an online version of the publication(s).