

Insertion Order

Company Name _____

Company Representative _____

Mailing Address _____

Billing Address (if different from above) _____

Website: _____ Email: _____

Phone: _____ Fax: _____

Space Reservation			
Publication • Online • Display • Services	<u>Base Price</u>	<u>Discount</u>	<u>Cost</u>
Total Costs			

Amount Paid: _____ Date of payment: _____ Balance Due: _____

Credit Card
 Check
 Cash
(credit card payments online through PayPal)

Price rates are quarterly; placement requests @ 15% surcharge; All advertising is subject to final approval of the publisher; Discounts for multiple insertions & annual contracts; Payment plans available for \$10 admin surcharge; CREDIT CARD payments billed directly through PAY PAL. Contact us for details.

Signature of Company Representative

Signature of Community Guide Rep

Date: _____

Date: _____