



**PUBLISHER'S USE ONLY**

Order Number: \_\_\_\_\_

Billing Date: \_\_\_\_\_

Received Date: \_\_\_\_\_

**ADVERTISING CONTRACT**

Publication: *Proven: Beyond the Process*

Primary Contact: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Volume/Issue	Size	Vertical or Horizontal	Placement	Special or Discount	Deadline	Rate
Special Instructions: _____						Additional Fees
_____						Subtotal
_____						Discount
_____						Total

**General Policies**

Prepayment for the ad's first release will be required for new advertisers. A 50% deposit is due at the signing of the advertising contract. If the advertiser wishes to cancel after a contract is signed it must be done two weeks prior to the publication date. The publisher will reimburse 75% of the total cost upon cancellation. The publisher reserves the right to increase rates upon 60 days written notice before the closing date for ad submissions. Payment is due 10 days from the date of invoice. Accounts not paid within 30 days of invoice date are subject to a late payment charge of 2% per month. Collection and legal fees are the responsibility of the advertiser. Advertisers are responsible for proofing their final ad to run. Each advertiser will receive their ad and have 48 hours to approve. If the advertiser fails to approve within 48 hours after the initial e-mail is sent it will be considered approved by the advertiser. Proven Publications shall not be held liable if, for any reason, an ad fails to publish in a specific issue. Advertisers are responsible for ensuring that all permissions have been granted on any copyrighted images. Advertisers take full responsibility for any infringement of copyrighted images. Color matching is not guaranteed and Proven Publications has the right to make minor corrections as they deem necessary.

Advertiser Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proven Publications, LLC  
 Authorization Signature: \_\_\_\_\_

Date: \_\_\_\_\_