

Submit payments to:  
**Michael David Media**  
 P.O. Box 331395  
 Nashville, TN 37203  
 Tel: (615) 832-5388 Fax: (615) 832-1040  
 michael@michaeldavidmedia.com

### GENERAL CONDITIONS

Cancellation of space must be submitted in writing before the closing date of the advertisement. Full rate will be billed for advertisements already published. Submission of any advertisement, insertion order, space reservation, or position commitment shall constitute acceptance of the following General Conditions.

Advertisements are accepted upon the representation that advertiser and its agency have the right to publish the contents thereof. In consideration of such publication, advertiser and its agency agree to indemnify and hold the publisher harmless against any expense or loss by reason of any claims arising out of publication.

Conditions other than rates are subject to change by publisher without notice. All contents of advertisements are subject to publisher's approval. Publisher reserves the right to reject or cancel any advertisement, insertion order, space reservation, or position commitment at any time. Positioning of the advertisements is at the discretion of the publisher except where a request for a specific preferred position is acknowledged by publisher in writing.

The advertiser or its agency cannot make cancellations or changes in orders after the closing date.

Publisher will not be liable for any costs or damages if for any reason it fails to publish an advertisement or for any remedy beyond the return of any amount paid for an ad or an error in the ad. In no event shall publisher be liable for indirect or consequential damages. Publisher shall have the right to hold advertiser and/or its advertising agency jointly and severally liable for such monies as are due and payable to publisher for advertising which advertiser or its agent ordered and which advertising was published.

Publisher is not liable for delays in delivery and/or no-delivery in the event of an Act of God, actions by government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of publisher effecting production or delivery in any manner.

As used in this section entitled, "General Conditions", the term "publisher" shall refer to Michael David Media Magazine. All regulations, terms and conditions outlined on current rate card are applicable.

# Insertion Order/Invoice

Company Information

Company Name & Agency Name, if applicable	
Address	
City/State/Zip	
Phone	Fax
Contact Person	Title
Email	Website

Advertisement Specification

### Advertisement Size

- |                                             |                                          |
|---------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Front Cover        | <input type="checkbox"/> Two-Page Spread |
| <input type="checkbox"/> Back Cover         | <input type="checkbox"/> Full Page       |
| <input type="checkbox"/> Inside Front Cover | <input type="checkbox"/> Half Page       |
| <input type="checkbox"/> Inside Back Cover  | <input type="checkbox"/> Quarter Page    |
| <input type="checkbox"/> The Marketplace    |                                          |

Add'l Info:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Investment \$ \_\_\_\_\_ X \_\_\_\_\_ = Subtotal: \_\_\_\_\_

Notes:

+ Production Fee: \_\_\_\_\_

+ Other: \_\_\_\_\_

Total Investment:

**Art (check one)** The preferred file type for ads is JPG. All artwork must have a resolution of 300dpi at 100% size for print, and please save as CMYK. Line art images should be at 1200dpi (e.g., illustrations in bitmap mode.)

- Design from enclosed sketch (Additional \$40.00 production fee applies)
- Digital file provided by advertiser (We prefer JPG file with all fonts and images embedded)
- Reprint from archived issue of *City Educator* magazine, *mentor* Magazine, or other.
- Magazine: \_\_\_\_\_ (Issue: \_\_\_\_\_ Page: \_\_\_\_\_)

### Terms (check one)

- Payment in full     Deposit of: \$ \_\_\_\_\_ . Balance of \$ \_\_\_\_\_ net 30 days.  
 Interest charges of 3% monthly after 35 days past due.

### Accepted and Agreed to By:

Signature (required) \_\_\_\_\_

Agent for (Advertiser/Agency Name) \_\_\_\_\_ Date \_\_\_\_\_

Payment Information

### I Wish to Pay By:

(check all that apply)

- Check \$ \_\_\_\_\_
- Trade \$ \_\_\_\_\_
- Credit Card or PayPal \$ \_\_\_\_\_
- We will send an email to complete Credit Card transactions.

Total \$ \_\_\_\_\_