



# INSERTION ORDER FORM

Advertiser \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

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

Email \_\_\_\_\_ Website \_\_\_\_\_

Date \_\_\_\_\_ CVA Representative \_\_\_\_\_

**Number of Issues:**  1-2 Issues  3-5 Issues  6-11 Issues  12 Issues

JANUARY <input type="checkbox"/>	FEBRUARY <input type="checkbox"/>	MARCH <input type="checkbox"/>	APRIL <input type="checkbox"/>	MAY <input type="checkbox"/>	JUNE <input type="checkbox"/>
JULY <input type="checkbox"/>	AUGUST <input type="checkbox"/>	SEPTEMBER <input type="checkbox"/>	OCTOBER <input type="checkbox"/>	NOVEMBER <input type="checkbox"/>	DECEMBER <input type="checkbox"/>

RATE CARD				
AD SIZE	12 ISSUES	6-11 ISSUES	3-5 ISSUES	1-2 ISSUES
Full Page	\$249	\$329	\$389	\$429
1/2 Page	\$179	\$249	\$279	\$299
1/4 Page	\$99	\$169	\$199	\$229
All Rates are Per Issue Premium Positions - Additional 15% for cover Additional 10% for preferred positions				

ORDER	
AD SIZE	<input type="checkbox"/> FULL PAGE <input type="checkbox"/> 1/2 PAGE <input type="checkbox"/> 1/4 PAGE
Monthly Rate Per Ad	\$ _____
Placement Premium (15% Cover/10% Pref)	+
Discount Rate	-
Monthly Total	\$ _____
Ad Design (we can design your ad for a one-time fee \$125)	\$ _____

**Terms and Conditions:** If the Advertiser fails to provide the required material to meet the deadlines of an issue where space has been ordered, the last published ad material will be repeated. If no material is provided, the Advertiser will be billed for the space reserved.

Celebrating Virginia Magazine reserves the right to determine the suitability for publication. Advertiser assumes all liability for advertisements published including illustration, text, claims, etc. TSI Publishing assumes no responsibility for use of copyrighted material (pictures, text, logos, artwork). All costs and liabilities associated with the placement of ads are the responsibility of the advertiser.

We require payment by credit card. Each insertion will be billed on the date of publication. Past Due amounts will be subject to a 1.5% per month late charge. In the event the payment status of this Agreement should fall past due greater than 30 days, all discounts under this Agreement will become null and void. The retail rate card will apply to all future billings beyond the Past Due event. In the event you choose to cancel your ad before the contracted number of Insertions expires (notwithstanding the Performance Guarantee above), you will be billed for the difference between the contracted for frequency rate and the rate for the actual number of insertions at time of cancellation. By signing this Agreement, you are acknowledging that you have the authority to enter into such an agreement. TSI Publishing is a wholly owned subsidiary of Transition Strategy, Inc. PO Box 22497 Alexandria, VA 22304.

**PERFORMANCE GUARANTEE**

12X advertisers have the right to terminate this contract for any reason with appropriate notice to the Publisher after three paid insertions without incurring bill back charges at the three-issue rate. Provide notice of cancellation no later than the end of the third paid month of this contract date and you will not be held liable for the remaining 9 months of the existing contract or billed the difference between a three time insertion rate and the twelve time insertion rate.

**BILL PAYMENTS TO:**  Visa  MC  AmEx

Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_