

Display Advertisement Insertion Order

Name of Organization/Company: _____
Contact Person: _____ Telephone Number: () _____
Evening/Weekend Telephone () _____ Email Address: _____
(An evening/weekend number is helpful to resolve emergency issues...)

Title of Ad (or largest phrase): _____
Size of Ad: _____ *Please specify either 1/4, 1/2, FULL or exact Column-Inches*
Dates to Run Ad: _____
On-Campus Account (FOPAL) Number: _____ **REQUIRED for on-campus ads**
Ad Copy will arrive by:
____ Attached _____ Email (Formats: .doc, .ppt, .pm5/pm6, .psd, .eps, .jpg, .tif)
____ US Mail _____ Hand-delivery to Newspeak's mailbox in SAO (by 4:30 on Friday)
____ Campus Mail _____ Given to a Newspeak Staff Member (pleas specify below)

Billing Address: _____
(Required) _____

Special Instructions: _____

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