

# FOCUS IIAI ADVERTISING INSERTION ORDER



I authorize you to reserve the following ad space in IIAI's bi-monthly **FOCUS** Magazine:

Full Page Ad \_\_\_\_\_

Half Page Ad \_\_\_\_\_

1/4 Page Ad \_\_\_\_\_

**Subject to availability and first come, first served:**

Inside Front Cover \_\_\_\_\_ Inside Back Cover \_\_\_\_\_ Outside Back Cover \_\_\_\_\_

Note that Preferred Position Requests are accepted upon availability and first-come, first served basis at a 20% premium over the advertising rate. You must reserve preferred positions by the 5<sup>th</sup> of the month.

Please schedule ads in the following monthly issues @ \$ \_\_\_\_\_ per issue = \$ \_\_\_\_\_

January \_\_\_\_\_

March \_\_\_\_\_

May \_\_\_\_\_

July \_\_\_\_\_

September \_\_\_\_\_

November \_\_\_\_\_

\_\_\_\_\_ New Ad artwork to be submitted via email or Dropbox by the 5<sup>th</sup>

**(If Dropbox you must notify Melissa Hall)**

\_\_\_\_\_ **Same ad** will be run for all insertions

## Invoicing

\_\_\_\_\_ Invoice us for **ALL** issues

\_\_\_\_\_ Invoice us **Per** Issue

\_\_\_\_\_ Send Invoices to Member Company

\_\_\_\_\_ or Advertising Agency

IIAI Member Company and Advertising Agency (if applicable) will receive one copy of **FOCUS** with the invoice. Additional copies are available on our website at [www.big.org](http://www.big.org) in the Member Resources/Member Publications section or at the IIAI office.

**Payment is due within 30 days of invoice date.** Any account that is more than 45 days past due may not advertise in current or future issues until the outstanding balance is paid in full.

**Advertising Company Name** \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Advertising Agency** \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_