

The Filipino-American COMMUNITY BUILDER, Inc.

5232 N. Western Avenue, Chicago, IL 60625

Tel. (773) 275-4540 / (773) 334-4999 Fax: (773) 334-4994 / e-mail communitybuilder@sbcglobal.net

ADVERTISING CONTRACT

This is to authorize The Filipino-American **COMMUNITY BUILDER, Inc.** to publish the attached camera-ready advertising material in The Asian American Community Builder. This advertisement will appear in the newspaper according to the following terms:

	<u>Black & White</u>	<u>Colored</u>	<u>Pictorial</u>
_____ Centerfold (per page)		(\$ 600.00)	(700.00)
_____ Inside front/back cover	(\$ 445.00)		
_____ Back Cover		(\$1000.00)	
_____ Full Page	(\$ 340.00)	(\$ 496.00)	(550.00)
_____ Half Page	(\$ 200.00)	(\$ 335.00)	
_____ Quarter Page	(\$ 120.00)	(\$ 180.00)	
_____ 1/8 Page	(\$ 65.00)		
_____ One Issue only	Date _____		
_____ Two Issues	Inclusive Dates From: _____ To: _____		
_____ Three Issues	Inclusive Dates From: _____ To: _____		
_____ Six Issues	Inclusive Dates From: _____ To: _____		
_____ One Year	Inclusive Dates From: _____ To: _____		

Cost \$ _____ x _____ (Number of issues) = \$ _____ (Amount Due)

I understand that ad materials for insertion must be submitted, at least seven days prior to publication date. I also understand and agree that in cases of error in typography or insertion, the **COMMUNITY BUILDER's** liability is limited to the re-insertion of the same advertisement in the succeeding issue at no extra cost to me.

The **COMMUNITY BUILDER** reserves the right to edit, revise or reject any advertisement, with at least three days notice to the advertiser. The **COMMUNITY BUILDER** or I may cancel this contract at any time without any penalty to either party. I also agree to give the newspaper ten days notice prior to publication date before I pull out my advertisement. I understand and agree that if this condition is not satisfied, payments for the page/s reserved for my material will still be due and if paid in advance, non-refundable.

I am authorized to sign this agreement on behalf of the company I represent and the company and I agree to pay the amount due in full with check or money order payable to the Community Builder within 30 days after the advertisement is published. I agree that any balance to my account carried over after 30 days will be charged a 1.5% late fee per month (18% APR). I agree that should the balance remain unpaid after 90 days, the Community Builder may stop publishing the advertisement at their discretion and should the newspaper be unable to collect payment for the ad, I agree that the Community Builder may forward the account to a collection agency that may report the collection activity to the credit bureaus. I will also be responsible for all collection costs.

Signature of Advertiser

Authorized Representative
Community Builder

Printed Name: _____ SS Number of Advertiser: _____

Address: _____

Date: _____

Telephone: _____

Business Policies
of The Filipino-American Community Builder, Inc. *dba* Asian American Community Builder
Partnering with you in Building your Business and Building the Community

Our Responsibilities

Phase 1 – Accepting the Ad

We will accept your print-ready ad materials in digital formats such as pdf, jpeg or tiff as detailed in the available ad specification and guideline sheet. We will accept your ad in a compact or floppy disc or by e-mail as long as the document conforms to our specifications. Should you need assistance in producing your ad, we will provide you free graphic design service if you sign up for a contract of at least six months. This free service is available to you only once every six months. Advertisements produced by us for free belong exclusively to the Community Builder. We will bill you for alterations and/or changes done more often than once every 6 months.

Phase 2 – Ad Creation Process

For advertisers who do not sign up for contracts of at least six months, we will provide you graphic design service as needed and charge you a reasonable hourly rate. We will meticulously review each ad before we present it to you for editing. We will correct any errors and do minor revisions **once** without any additional charge. We will bill you for additional corrections and alterations.

Phase 3 – After the Ad is approved

We will closely work with you to ensure that the ad design meets your company’s needs and conveys the message that you want our readers – your prospective customers - to receive.

We will exert every effort to ensure that your ad comes out in the best possible way based on the ad material that you submitted or that which you approved.

Phase 4 – After the Ad is published

We will distribute the newspapers in different outlets spread throughout Chicago and the suburbs to ensure that the widest possible readership is reached. Upon request and if it is feasible, we will provide you copies of the newspaper.

We will prepare accurate invoices conforming to the standard rates that we agreed upon and submit these invoices to you in a timely manner. A tear sheet will be enclosed with your invoice to show proof of publication.

Your Responsibilities

Phase 1 – Submitting the Ad/Consulting

You will submit your ad according to the standards as stipulated in our ad specification and guideline sheet. You will ensure the timely submission of materials as well as cooperate with us in our efforts to complete your advertisement in a timely manner. Deadline for the submission or to make changes in your ad is on the 8th day of the month.

You will communicate with us your advertising needs and give us all and any information that we need in order to serve you and your company in the best possible and most efficient way possible. You understand that additional information and job requirements given us after our initial consultation may result in increased costs and/or time needed to complete the job. Additionally, you agree that all advertisements prepared for free by the Builder may not be reprinted in any newspaper or publication nor reproduced in any form.

Phase 2 – Ad Creation Process

You will promptly and meticulously review the material that we submit to you, bearing in mind that substantial revisions made to the material may push back the completion date of the project.

You will take responsibility for ensuring the accuracy of the information printed on your ad and you agree that the newspaper is not liable for any incorrect information printed on the material.

Phase 3 – After the Ad is approved

You understand that any changes requested by you after the ad has been approved will incur additional production time and consequently result in additional charges.

Phase 4 – After the Ad is published

You agree to pay the invoices promptly when they become due. Due date is 30 days after publication. You agree that any balances carried over 30 days will be charged a late fee of 1.5%/month (18% APR). Should the account remain unpaid for 90 days, you agree that we may stop publishing your ad at our discretion. Should we be unable to collect the account, you understand and agree that we may forward the account to a collection agency that may report the activity to the credit bureaus.

We have read the above, accept our responsibilities and commit to adhere to this agreement:

For the Community Builder: _____ Date: _____
Printed Name of Authorized Representative Signature

For the Advertiser: _____ Date: _____
Printed Name of Authorized Representative Signature