



**INSERTION ORDER**

Official Publication of The Building & Realty Institute

**Advertiser:**

\_\_\_\_\_  
 Name of advertiser (Please PRINT clearly)

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

\_\_\_\_\_  
 Agency or billing address if different than above City State Zip

\_\_\_\_\_  
 Contact Person Phone Alt Phone Fax

**Ad Specifications:**

Size of ad \_\_\_\_\_ x \_\_\_\_\_  
 Full  Half  Qtr.  8th

**Artwork Requirements:**

We accept 300 dpi or greater, high resolution, PDF format, tif or eps files - either on floppy disk, CD rom or via email as an attachment. A faxed, hard copy of the ad must also accompany each ad to: 201.703.0688.

\*MS Word documents are not acceptable as artwork.

**Additional Terms:**

Payment is due upon execution of this insertion order except that only the first month's payment is required on insertion orders of six or more times, in which case invoices payable within 30 days will be issued after each publication. Advertiser agrees to pay for design services or other special handling as may be ordered above, pursuant to an invoice which may be issued after publication. Advertiser also agrees to pay for any insertion cancelled after deadline or that is not provided to Impact by deadline. If advertiser changes the number of insertions, advertiser agrees to pay the adjusted per-insertion rate for the entire series.

**Payment Information:**

My  check in the amount of \$ \_\_\_\_\_ is enclosed, representing  payment in full or  payment for the first month's insertion.

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Authorized signatory \_\_\_\_\_ Accepted for Impact Building & Realty News

\_\_\_\_\_  
 Name (please print) Title Name Title

\_\_\_\_\_  
 Firm name

\_\_\_\_\_  
 Signature Date Signature Date