

vtarc Sales/ Insertion Order



Contact Information

Contact Name _____
Company / Agency _____
Address _____
City, State, Zip _____
Phone (_____) _____ Fax (_____) _____
Email _____

Billing Information

Company / Agency _____
Contact Name _____
Address _____
City, State, Zip _____
Phone (_____) _____ Fax (_____) _____

Method of Payment

Checks should be made payable in US Funds to:
The Phoenix V.T. Group, LLC
P.O. Box 278
Auburn, KS 66402

Billing Authorization

I authorize full payment for the ad described below.

Print Name _____
Authorized Signature _____

Mail or Fax This Form to:

Dennis Lively, BS, RVT
PO Box 2517
Rapid City, SD 57709-2517
Dennis@vtarc.com
605-484-2215 phone
419-844-8989 fax

Terms

Tear sheets will accompany the invoice. Payment is due 30 days from invoice date. Agency discount not applicable after 30 days. If collection efforts are needed, advertiser will be responsible for all costs.

Companies, advertisers, and advertising agencies are bound by all conditions outlined in the current year's rate card.

Cancellations received after the closing date will be billed at the black and white rate.

Publisher shall not be liable for failure to insert an advertisement for any reason.

Verbal agreements do not constitute a contractual agreement.

This contract constitutes acknowledgment of order. The Phoenix V.T. Group, LLC reserves the right to unilaterally reject, omit, or cancel advertising that it feels is not in keeping with its policies.

vtarc Companion ADVERTISING Insertion Order

Issue	Published	Insertion Order Due	Materials Due
1	January	November 13	November 20
2	April	February 19	February 26
3	July	May 14	May 21
4	October	August 13	August 20

For Insertion in Issue 1 Issue 2 Issue 3 Issue 4

Materials New On File from (issue/year) _____ Ad headline _____

Ad Size

- 2-Page Spread Bleed
- 2-Page Spread Nonbleed
- 1/2-Page Horizontal Spread Bleed
- 1/2-Page Horizontal Spread Nonbleed
- Full-Page Bleed
- Full-Page Nonbleed
- 1/2-Page Horizontal Bleed
- 1/2-Page Horizontal Nonbleed
- 1/2-Page Vertical Bleed
- 1/2-Page Vertical Nonbleed
- 1/4-Page Vertical
- 1/3-Page Vertical
- 1/3-Page Legal
- Other _____

Position

- Cover 2 Cover 3 Cover 4
- Other _____

Color

- Black & White
- 4-Color Process
- 4-Color Spread
- Match Color: PMS _____

www.vtarc.com LINK Order

<input type="checkbox"/> Level One	\$5,000	Company logo 3 links
<input type="checkbox"/> Level Two	\$3,000	Company logo 2 links
<input type="checkbox"/> Level Three	\$1,700	Company logo 1 link
<input type="checkbox"/> Link	\$ 500	1 link highlighted on page

Company: _____

Link One URL: _____

Link Two URL (if applicable): _____

Link Three URL (if applicable): _____

Please e-mail the logo (as a .jpg file) and links to: links@vtarc.com

Maximum Visibility Opportunities

- Option One
 - Option Two
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