



Watergate Community Association Hatchcover Newsletter ADVERTISEMENT CONTRACT

Account #:

Advertiser:	Contact Person:	Phone Number:
Billing Address:	City, State, Zip:	Other Contact #:
Email Address:	Ad size:	Ad Price:
Terms of Contract:	Discounted Ad Price per Month:	Contracted Issues:
		New Ad Set-up/ Placement Fee:

<p>New Ads will be charged an initial set-up fee, which will be in addition to the regular or discounted pre-pay contract fees. All ad payments are due by the first of the month prior to the month of the published Hatchcover (i.e., payment for the April Hatchcover must be received by the WCA office on or before March 1st. Payments not received by the first will be removed from the Hatchcover, and may be subject to new-ad set-up fees if renewed at a later date.</p>	Total Payment Now Due: \$
---	-------------------------------------

All ads must conform to WCA sample size modules. ADS MUST BE SUBMITTED CORRECTLY SIZED AND CAMERA READY as a PDF, GIF, TIFF, or Word Document. Ads not submitted in this format are subject to additional charges. Ads should be submitted saved to disk, flash drive, or sent as an email attachment to wcaoffice@aol.com. Advertising layout changes, including reductions, enlargements, and/or changes to graphics will require additional expense. Failure to pay additional charges will result in the additional charges being deducted from the balance remaining on a pre-paid contract. Unpaid month-to-month advertisements will not be renewed until all invoices have been paid. Additional advertising expenses may include: initial ad layout, conversion from wrong graphic file type, requested changes in ad layout including reductions, enlargements, format conversions or changes to graphics and/or text, and Priority Mail or Federal Express delivery fees of advertisement. AD/ARTWORK LAYOUT OR CHANGE CHARGE IS AN ADDITIONAL \$45.00 PER HOUR

NEW ADS: Camera Ready Ad is: Provided on CD/disk/flash drive Forwarded as an email attachment

AD RENEWALS: No Changes to Current Ad Change Ad Per My Additional Instruction

I understand that changes in my ad may be subject to additional charges billed by separate invoice as outlined above and that payment of any separate invoices will be due upon receipt. Delivery charges of new or revised copy to printer by Fed Ex or Priority Mail may be billed by separate invoice.	Please Initial:
---	------------------------

CLASSIFIED ADS: As Printed Below Attached Forwarded as a fax or email attachment

I have read and understood the terms and conditions as described above. I agree to pay by the first of each month preceding the first contracted month of the published Hatchcover. Any corrections or changes to current ads must also be made on or before this date. *I understand that all pre-paid ads must be paid for the full length of the contract in order to receive the discounted ad rate.* I understand that Watergate Community Association is not responsible for misprints, misrepresentation, errors, or omissions. By signing below, I acknowledge that I have authorized Watergate and its agent to change or alter any ad as necessary so that it conforms to the spirit of the newsletter. Alterations will be made at the sole discretion of Watergate and its agent.

Print Advertisers Name	Date	Watergate Agents Name
Advertiser Signature	Watergate Agent Signature	

Date of Payment:	Amount of Payment:	Check or Cash Receipt Number:
------------------	--------------------	-------------------------------