

Company/Organization Name \_\_\_\_\_

*My organization is a non-profit, government unit, SoWashCo Schools parent group or SoWashCo Schools student organization.*

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

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

Billing Address (if different) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Send invoice by email

Send invoice by mail

*Payment must be made with artwork submission. We accept cash, check or credit card (Visa, MasterCard, Discover) payments. A 3% Convenience Fee will be added to all payments made by credit card. This fee will be due at the time of credit card payment and is non-refundable. If applicable, community rates will be reflected on the invoice.*

### Ad File Checklist:

High resolution artwork  
 (300 dpi at full ad dimensions)

CMYK color profile

File format: pdf, jpeg or eps

Please email files to  
[mkanne@sowashco.org](mailto:mkanne@sowashco.org)

*A layout fee of \$50 or more will be added to any ad that is not submitted to specification. Changes in ads after submission may incur additional charges. Please proof your ads thoroughly before submitting them to Community Education.*

Ad Size	Ad Dimensions	Cost Per Issue	Cost Per Year (3 Issues)
Full page	7.375" w x 9.875" h	\$1,200	\$3,240
2/3 page vert.	4.5" w x 9.875" h	\$800	\$2,160
1/2 page horiz.	7" w x 4.875" h	\$600	\$1,620
1/3 page square	4.5" w x 4.875" h	\$400	\$1,080
1/3 page vert.	2.25" w x 9.875" h	\$400	\$1,080
1/3 page horiz.	7" w x 3.5" h	\$400	\$1,080
1/6 page vert.	2.25" w x 4.875" h	\$200	\$540
1/6 page horiz.	4.5" w x 2.5" h	\$200	\$540

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

### SoWashCo Community Education catalog advertising criteria:

- SoWashCo Community Education reserves the right to limit the amount of space any one advertiser or category of advertiser may run and reserves the right to refuse any advertisement for any reason, including similar programming and/or services as SoWashCo Community Education.
- [School board policies](#) and procedures will be followed.
- SoWashCo Community Education cannot accept advertising for the sale of alcohol, tobacco, drugs, drug paraphernalia, weapons, obscene, pornographic or illegal materials.
- Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication.
- All advertisements must comply with our non-profit permit holder status from the [US Postal Service](#). We cannot accept advertisements for financial institutions, insurance providers or recreational travel.