

Inside Illinois

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FAX completed contracts to 217-244-0161

Insertion Form Academic Year 2009-10 (This form must accompany all advertising requests.)

To ensure ad space, reserve space by ad deadline and submit electronic files of ads one week prior to publication. Late ads may not run. No other invoice will be issued regarding the billing for ad(s) for campus advertisers. Off-campus advertisers will be sent a copy of the newspaper at the address provided below (unless otherwise instructed) with an invoice.

Client Information

Please check one (determines rates): *UI unit or recognized organization* *Off-campus business or organization*

Unit/Organization Name or Business Name: _____

Street Address (Include Campus Mail Code): _____

Advertising Contact: _____ Phone () _____

E-mail: _____ Fax () _____

Billing Contact: _____ Phone () _____

E-mail: _____ Fax () _____

Advertising Information

Check to indicate number of ads you wish to reserve for fall 2008/spring 2009 (See current rate card for prices and applicable discounts.)

- Just one ad for now
- Two to five ads (10 percent off single-ad price)
- At least six ads (15 percent off single-ad price)
- An ad in all 15 fall and spring issues (20 percent off single-ad price)

Publication Dates (circle date to reserve space):

| | | | | | | | | |
|--------------------|---------|----------|---------|---------|----------|---------|----------|---------|
| Fall 2009 | Sept. 3 | Sept. 17 | Oct. 1 | Oct. 15 | Nov. 5 | Nov. 19 | Dec. 3 | Dec. 17 |
| Spring 2010 | Jan. 21 | Feb. 4 | Feb. 18 | March 4 | March 18 | April 1 | April 15 | May 6 |

Deadline: Ad space should be reserved 10 days prior to publication and electronic ad must be submitted one week prior to publication.

Ad Size (circle one): Full Half Half Quarter Quarter 1/8th Supplement Pre-printed
 Horizontal Vertical Horizontal Vertical Horizontal (UI only) Insert

Your Cost per Ad: _____ Number of Insertions: _____ Total Due: _____

Special Instructions: _____

Display Advertising Agreement

As an authorized agent for the advertiser, I agree to abide by the conditions set forth here and in the advertising guidelines provided by Inside Illinois representatives. The advertiser shall hold harmless the Board of Trustees of the University of Illinois, its employees, agents and individual trustees from and against any and all actions, claims, liabilities, demands, damages, costs and expenses, including court costs and attorney fees, from the publication in *Inside Illinois* of advertising material furnished by the advertiser.

Authorized Signature and Date: _____

Off-campus Advertisers ONLY: SSN/FEIN (see below): _____

We are required by the State Comptroller to collect a Social Security Number (SSN) or Federal Employer Identification Number (FEIN) when extending credit. If your account becomes delinquent, the SSN/FEIN will be provided to the State or to a private collection service to facilitate collection of the debt. Provision of the SSN/FEIN is voluntary and if you do not wish to provide one, full payment for the ad must be made in advance with a check. For a full description of the University of Illinois' Social Security Number policy, visit www.ssn.uillinois.edu.

The university reserves the right to set credit limits and/or require cash in advance. Checks shall be made payable to the University of Illinois.

Campus Units: C-FOAP Number: _____