

# The Gateway Gardener™ Magazine

## Advertising Insertion Order

I. I authorize Double Dig Communications, Inc. to insert an ad in The Gateway Gardener™ Magazine in the \_\_\_\_\_ issue, closing date \_\_\_\_\_ as follows:

1. Size of Ad: _____	3. Art Provided:
2. Color:	<input type="checkbox"/> Camera Ready
<input type="checkbox"/> Black & White	<input type="checkbox"/> TGG to design for advertiser
<input type="checkbox"/> Process color	<input type="checkbox"/> PDF
Ad Headline or Description:	<input type="checkbox"/> other _____
_____	4. Frequency:
_____	1-2 Times   3-6 Times   7-10 Times   11 Times
Jan/Feb   March   April   May   June   July	
August   September   October   November   December	

II. Conditions and terms of this insertion order:

1. Cost of Space \_\_\_\_\_
2. Production Cost: \_\_\_\_\_
  - Halftones
  - Design

3. Total Due: \_\_\_\_\_
4. Less Discounts: \_\_\_\_\_
5. Paid with this contract: \_\_\_\_\_
6. Balance due: \_\_\_\_\_

III. Additional terms. Ads paid for within 15 days of the signing of this contract may be discounted at the rate of 5% of the total space charge. Where no credit terms exist, ads must be paid in full prior to publication. All balances are due 15 days after publication. All Garden Shed ads to be paid in full in advance. Balances unpaid after 30 days will incur a service charge of 1.5% per month. Advertiser agrees that if ad materials which it has agreed to furnish do not arrive prior to the closing date, The Gateway Gardener™ may insert appropriate copy of its choosing into the space reserved for the advertiser. Such insertion by The Gateway Gardener™ will constitute fulfillment of this contract. The Gateway Gardener™ is not responsible for errors and/or omissions which may be present in advertising copy once the advertiser has signed the advertising approval form.

IV. The advertiser's billing address is:

**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, & Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

V. Make checks payable to:

**Double Dig Communications, Inc.**  
**PO Box 220853**  
**St. Louis, MO 63122**

**Send Payment via: Mastercard, Visa, American Express & Discover**

Card Type: \_\_\_\_\_  
Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**Signed:**

Date: \_\_\_\_\_

Advertiser