

**BEVERLY HILLS HAWTHORNE SCHOOL 2016-2017 STUDENT DIRECTORY
ADVERTISING FORM**

CONTACT INFORMATION:

Name of Business: _____

Contact Person: _____ Type of Business: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

GUIDELINES FOR AD/ARTWORK:

Please email your high resolution artwork (300 dpi)/finished ad to: Allison Sipes - allisonmsipes@gmail.com.

Please Note: All ads are non-bleed. No crop marks necessary. Acceptable formats: pdf, eps, tiff, psd or jpeg. Please label your ad with either your company name or last name and size. (Example: Fatburger_HalfPageAd.pdf). **Make sure your ad is the correct size before sending and check off size of desired ad (sizes are indicated below).**

_____ I will be forwarding my finished ad via email to: Allison Sipes - allisonmsipes@gmail.com

This order form with payment information may be e-mailed to: allisonmsipes@gmail.com

AD SIZE (please check one):

Ad Sizes (width x height): _____ Full page color: 6.25" x 7.75" _____ Full page black & white: 6.25" x 7.75"
 _____ Half page black & white: 6.25" x 3.88" _____ Quarter page black & white: 3" x 3.88"

In "Yellow Pages" Advertising Section of Directory:

_____ Full page = \$300 _____ Half page = \$150 _____ Quarter page = \$75

Premium Placement Throughout Directory:

__ Full page/Inside Front Cover (Color) = \$1,250 __ Full page/Inside Back Cover (Color) = \$1,250

_____ Full page/Premium Placement *b/w = \$500 / color = \$700 __ Full page/Back Cover (Color) = \$1,250

*Please note that premium placement includes section dividers, lead pages, and the first page of the "Yellow Pages" Advertising Section in directory. Specific positioning is not guaranteed and is available on a "first-come" space available basis. Please circle b/w or color option.

PAYMENT AND AUTHORIZATION:

Please make checks payable to Hawthorne PTA and mail to Hawthorne School ATTN: Hawthorne Directory, 624 N. Rexford Drive Beverly Hills, CA 90210. You may also charge your order:

Amount to Charge: \$ _____ Type of Card: _____ MC _____ VISA _____ AMEX

Credit Card Number: _____ Exp. Date: _____/_____/_____

Name as it appears on the card: _____ Billing Zip Code: _____

Security Code: _____ Authorized Signature: _____ Date: _____/_____/_____

I understand that the information contained inside the Hawthorne School Student Directory is considered private and confidential for use by school community members and families only and is not intended for general publication or circulation. I further understand that by placing an ad, I am not receiving a Student Directory or a mailing list. I understand that all advertising is subject to approval of Hawthorne PTA and Administration.

SIGNATURE: _____