

**Mandatory Client Information**

Company/Organization:						
Representative:						
Billing Address:						
Phone:		Fax:		Email:		
Would you like to be included on our listserve to receive updates? Check one:					yes <input type="checkbox"/>	no <input type="checkbox"/>
<b>Disclaimer: A valid credit card is REQUIRED to be on file for all non-prepaying advertisers .</b>						
Valid Credit Card Number:				Expiration Date:		
Would you like your credit card to be automatically billed each billing period?					yes <input type="checkbox"/>	no <input type="checkbox"/>

**Print Publication Display Section**

Publication Name:							
Quantity:		Size:		Color:		Rate Per Ad:	
Ad Name/Description:							
Date of Issue(s):							
Notes:							

**Quantity X Rate Per Ad = Subtotal:**

Publication Name:							
Quantity:		Size:		Color:		Rate Per Ad:	
Ad Name/Description:							
Date of Issue(s):							
Notes:							

**Quantity X Rate Per Ad = Subtotal:**

<b>Final Total:</b>	Ad Design:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
	Non-Profit/M2M:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
	Prepayment:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

If you choose not to have your credit card charged, we will accept payment by check/money order within 30 days of invoice date.  
 If your account is overdue, the above credit card will be charged for any and all ads placed within that billing cycle.  
 A receipt will automatically be sent to the billing address above, along with your invoice(s)/tear sheet(s).

**Classifieds Section**

**Please attach a typed version of your classified ad to this contract at the time of submission**

1-25 Words	\$7.00		<b>Extras</b>		<b>Category:</b>	
26-50 Words	\$10.00		Box	\$2.00	<b>Base Rate:</b>	<b>Extras:</b>
51-75 Words	\$13.00		Header	\$1.50	<b>Quantity:</b>	<b>Date:</b>
76-100 Words	\$16.00		3 Bold Words	\$0.50	<b>Subtotal:</b>	
<b>Notes:</b>						

**Final Total:** \_\_\_\_\_ **Ads must be prepaid in full**

**Online Advertising Section**

Publication Name:					
Quantity:		Size:		Rate Per Ad:	
Ad Name/Description:					
Website:					
Notes:					

**Quantity X Rate Per Ad = Total:**

<b>Final Total:</b>	Ad Design:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
	Campus/NP/M2M:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
	<b>Ads must be prepaid in full</b>				

Sales Rep \_\_\_\_\_

**Radio Station Section**

Quantity/WK:		Number of Weeks:		Rate Per Spot:	
Date of Spot(s):				Hour Interval:	
				Hour Interval:	
Ad Name/Description:				Hour Interval:	
Notes:					
<b>Final Total:</b>				<b>Ads must be prepaid in full</b>	

**The Board of Regents of the NSHE on behalf of the ASUN shall hereinafter be called Publisher and the client shall be known as Advertiser.**

1. All advertising is subject to the approval of the Advertising Coordinator, who reserves the right to refuse any advertising content that doesn't meet the Publishers standards of acceptability.
2. All accounts are due as defined in the sections above and in the corresponding media kit. Accounts more than 30 DAYS PAST DUE will be granted additional credit only at the discretion of the Advertising Coordinator. If special collections procedures become necessary, Advertiser agrees to pay all costs of collections, including court costs and reasonable attorney's fees.
3. The Publisher may refuse to accept any copy not furnished before established deadlines, and should the Publisher accept such late copy, no proof will be submitted to the Advertiser before publication and the Publisher will not accept liability for errors therein.
4. The Publisher assumes no responsibility for typographical errors when a proof has been submitted in advance (three days) of publication to the Advertiser, his/her agent or representative.
5. Advertiser failing to use the number of discounted column inches contracted for will be required to pay the difference between the discounted Rate and the open rate for all column inches used.
6. Advertiser shall indemnify, defend, and hold harmless NSHE, its officers, employees, and agents from and against any and all liabilities, claims, losses, costs or expenses to the person or property, including but not limited to claims of libel, violations of privacy, infringement of any trademarks, copyrights, trade names, patents, and lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by Advertiser, or any of its officers or employees, which may occur during or which may arise out of the performance of this Agreement.
7. The Publisher does not guarantee position. However, requests will be honored whenever possible. The corresponding Media kit is part of the contract.
8. Either party may terminate this agreement by giving written notice at least ten (10) business days before date of publication that is to be cancelled. In the event that the Advertiser alone terminates this agreement, failure to comply with the aforementioned terms will result in the Advertiser being responsible for the full contracted amount. In the event that the Publisher terminates this agreement and the Advertiser has prepaid, the Publisher shall credit back the amount of only the ads that were not published after date of cancellation.

**Required Signatures:**

**I, the Advertiser's Authorized Representative, acting on behalf of the Advertiser, accept the terms of this agreement and wish to reserve the ad space listed above.**

Print Name:		Date:	
Advertiser's Authorized Representative:			

**I, the Advertising Coordinator, have reviewed this agreement and will reserve the advertising space requested above by the advertiser, subject to the terms of this agreement, and acknowledge receipt of the deposit, prepayment in full, or confirm the extension of credit.**

Advertising Coordinator:		Date:	
Board of Regents NSHE on behalf of UNR/ASUN By: Associate Director of Marketing and Media			
		Date:	

Approved by Controller's Office 05/16/2008

Sales Rep \_\_\_\_\_