

ADVERTISER:							
Company Representative:						Date:	
Billing Address:		City:		State:		Zip:	
Phone:		Fax:		Email:			
Billing Timeline:							
Print Publication							
Quantity:		Size:		Color:	Full	Standard Rate Per Ad	
Date(s) of Issue(s):						Discount	
						Discount	
Ad Name/Description:						Subtotal Rate Per Ad	
Notes:							
						Print Subtotal	
Quantity:		Size:		Color:	Full	Standard Rate Per Ad	
Date(s) of Issue(s):						Discount	
						Discount	
Ad Name/Description:						Subtotal Rate Per Ad	
Notes:							
						Print Total	
Online Advertising							
Quantity:		Description:				Standard Rate Per Ad	
Ad Start Date:		Ad End Date:					
Website:							
Notes:						Online Total	
						<i>Online ads must be prepaid in full</i>	
Insert Advertising							
Quantity:						Standard Rate:	
Date(s) of Issue(s):							
Notes:						Insert Total	
						TOTAL BALANCE	
DISCLAIMER							
Be aware that by signing this contract, you are agreeing to the Policies, Terms & Conditions outlined in this document and the accompanying Media Kit and Rate Cards.							
A valid credit card is REQUIRED to be on file for all clients unless a check, money order, or PO number is submitted with this contract.							
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 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).							
Mandatory Credit Information							
Valid Credit Card Number:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiration Date:	
Name on Card:							
Card Billing Address:		City:		State:		Zip:	
Signature:						Date:	

ADVERTISER:

Company Representative:	Date:
--------------------------------	--------------

The Board of Regents of the NSHE on behalf of The Nevada Sagebrush 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
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 with to reserve the ad space listed above.

Advertiser's Authorized Representative Signature:

Print Name:	Date:
--------------------	--------------

I, the Associate Director, 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 the credit.

Amy Koeckes, Associate Director, Student Engagement:

Date:	
Board of Regents NSHE on behalf of UNR/ASUN	
By: Associate Director, Student Engagement	

This form approved by the Controller's Office 7-11-14