



## **NEWSpirit ADVERTISING REQUEST & AGREEMENT FORM**

**ADVERTISER:** \_\_\_\_\_  
(United Methodist Church, Agency, Institution, Organization or Related Vendor)

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone #s:** \_\_\_\_\_

**Payment Enclosed?** Yes  No

**Make checks payable to: Eastern PA Conference.**

Send them to **Communications Office, Eastern PA Conference**, P.O. 820, Valley Forge, PA 19482-0820, or to 980 Madison Avenue, Norristown, PA 19403. (E-mail address: [communications@epaumc.org](mailto:communications@epaumc.org). Telephone 484-762-8227.)

### **NEWSpirit Advertising Guidelines**

- We reserve the right to decline any advertising requests or ads that we receive.
- Submit all ads **camera-ready in PDF, JPEG or PNG formats**, according to the approved request, complying with size, color and other specifications, and by the given deadlines, or one week earlier if any editorial or design assistance is needed.
- If our help in editing and/or design is needed, the ad due date will be one week earlier than the given ad submission deadline. An additional fee may be required.
- Pages on which ads will appear are determined solely by the managing editor. Also, we reserve the right to make or request necessary adjustments to fit the editorial standards, design and layout of our publication.
- Indicate in what issues the ad should run. There is a **10% discount** for any ad that is repeated, as is, in subsequent issues of the same year. There is no additional cost for ads to appear in the online version of the newspaper.
- Payments for all ads are due within 30 days** of their publication in the newspaper's online version, found at <https://www.epaumc.org/news-events/newspirit-publication/>. If any payment is not received within 30 days, future ads will require pre-payment before publishing.
- The Eastern PA Conference is not responsible for errors or omission in ad copy submitted for placement in NEWSpirit newspaper. However, if we cause an error or omission, we agree to forgo the fee or provide one free ad in the next issue.



The Eastern PA Conference is not responsible for any losses associated with advertising in *NEWSpirit* newspaper.

**I am requesting advertising in *NEWSpirit* newspaper**, in accordance with these guidelines.  
**Indicate year(s):** \_\_\_\_\_. Circle to indicate the desired issues:

**Winter**

**Spring**

**Summer**

**Fall**

***NEWSpirit* Advertisement Size and Specifications** (4-Color is CMYK)

Please place a check to indicated the desired option:

- **FULL (1) Page**—10 x 12.542 inches (720 x 903 points):
  - **\$500.00** for 4-Color (CMYK)
  - **\$400** for 1-color (Grayscale)
- **HALF (1/2) Page**—10 x 6.208 inches (720 x 447 points):
  - **\$400.00** for 4-Color (CMYK)
  - **\$300** for 1-color (Grayscale)
- **ONE-THIRD (1/3) Page**—6.611 x 6.208 inches (476 x 447 points)
  - **\$300.00** for 4-Color (CMYK)
  - **\$200** for 1-color (Grayscale)
- **ONE-SIXTH (1/6) Page**—3.222 x 6.208 inches (232 x 447 points)
  - **\$200.00** for 4-Color (CMYK)
  - **\$100** for 1-color (Grayscale)

**View size specs in a sample layout:** [Advertising Page Layouts with Rates and Specs](#)

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_