

2022 ISMA Advertisement Order Form

Or go online at: ISMACleveland2022.com



Advertisement Order

Size	Rate	Qty	Cost
Inside Cover Front or Back	\$ 600		
Full Page	\$ 500		
Half Page	\$ 300		
Quarter Page	\$ 150		
Eighth Page/Business Card	\$ 100		
Design ad for me (Additional)	\$ 50		
Total Cost =			

Full Page 4.5"w x 7.5"h	Half Page 4.5"w x 3.75"h	
	Quarter Page 2.25"w x 3.75"h	Eighth Page 2.25"w x 1.875"h Business Card

Purchaser Information

Name _____
 Firm/Org. _____
 Title/Dept. _____
 Address _____
 City _____
 State/Province _____ Zip/Postal Code _____
 Telephone _____ Mobile _____
 Email _____
 Purchaser Signature _____
 _____ Date _____

Payment Options

Download form on our website or use this form and send to our address below.

Select a Payment Option: (Choose one)

- Pay by Mail - Send this form to address below with your payment. Submit file electronically before deadline.
- Send me an Invoice - Submit file electronically

Send Digital File to: ismacleveland@gmail.com

Make Checks Payable to: (US FUNDS ONLY)

ISMA Cleveland Lodge 4

P.O. Box 451399

Westlake, OH

44145

Questions? Send To: ismacleveland@gmail.com

Deadline for Ad Submissions: December 15th, 2021

Thank You For Your Support!

Electronic Submissions Guidelines (Please Read)

We will accept only electronic submissions. We prefer PDF format using press optimized settings with all fonts embedded. We also will accept Adobe InDesign, Adobe Illustrator, .jpg (600 dpi resolution) and eps files (images embedded, min. resolution 300 dpi).

If you wish to have us prepare an ad for you, please send us your information, logo and message and we will design an appropriate ad for an extra charge of \$50. There will be no follow up approval or proofs for ads that we design.

Contract Requirements

Advertisers accept full responsibility for accuracy and quality of supplied files and photography. Positioning of advertising will be at the discretion of Cleveland Lodge No. 4 unless a specified premium page is purchased. Advertisements received after the deadline may not be published and the order may be returned but we will try to include them if possible.

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Mechanical Requirements

Ad Size	Width	x	Height
Full Page w/Bleed	4.75"	x	7.75"
Full Page	4.5"	x	7.5"
Half Page w/Bleed	4.75"	x	4"
Half Page	4.5"	x	3.75"
Quarter Page w/Bleed	2.5"	x	4"
Quarter Page	2.25"	x	3.75"
Eighth Page/Bus. Card	2.25"	x	1.875"

Note: Bleed refers to printing that goes beyond the edge of the sheet before trimming so bleed is required if you want your ad to go to the edge of the book without a border.

Bleed pages require a .25" bleed added on all sides.

Keep all text .375" from all sides of bleed pages.