

Effective November 2010



# Insertion Order

## ADVERTISER

Contact: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Product Featured: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

## AGENCY

Contact: \_\_\_\_\_ Agency Name: \_\_\_\_\_  
 Product Featured: \_\_\_\_\_  
 Toll Free Number \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

## INSERTION

Position Type:	Standard	Inside Cover	Back
Issue (circle one or more):	#1	#2	#3
Ad Size (circle one):	Full page	2/3 page	1/2 page
	1/3 page Box	1/3 page Vert	1/6 page vert
			1/6 page horizontal

All Materials including insertion orders, formatted list, creative files/proofs are due by the "Ad Close", the 15th day, two weeks prior to the issue. The next business day will apply if either deadline falls on a weekend or official U.S. Federal holiday. Contact Advertising Sales for confirmation of deadlines. Creative layout submission encouraged one week prior to ad close for copy clearance.

Ad Material Contact: \_\_\_\_\_  
 Type of Materials: \_\_\_\_\_  
 Additional Instructions: \_\_\_\_\_

Payment (circle one):  Credit Card  Check  
*Please call (714) 994 6991 for credit card payment - or pay online at [www.uacc.org/advertising](http://www.uacc.org/advertising). If paying by check, please mail to: Webgines Communications, Inc., 7372 Walnut Avenue, Suite L, Buena Park, CA 90620*

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
*(signature of owner, partner or corporate officer)*