



# ADVERTISING INSERTION ORDER

Thank you for your interest in advertising with the Colorado Engineer. To request an advertisement, please fill out the following form and return it to the Colorado Engineer offices by mail, drop-off, or fax. Alternatively, you may complete this form online at [cem.colorado.edu/advertising](http://cem.colorado.edu/advertising).

## PRIMARY CONTACT DETAILS

\_\_\_\_\_

first name

\_\_\_\_\_

last name

\_\_\_\_\_

middle initial

\_\_\_\_\_

email address

\_\_\_\_\_

phone number

## ORGANIZATION DETAILS

\_\_\_\_\_

organization name

\_\_\_\_\_

mailing address

\_\_\_\_\_

city

\_\_\_\_\_

state

\_\_\_\_\_

zip code

## ADVERTISING ORDER

Please select the issues you are interested in advertising in:

2011-2012

2012-2013

2013-2014

2014-2015

Fall 2011: \_\_\_\_\_

Fall 2012: \_\_\_\_\_

Fall 2013: \_\_\_\_\_

Fall 2014: \_\_\_\_\_

Winter 2011: \_\_\_\_\_

Winter 2012: \_\_\_\_\_

Winter 2013: \_\_\_\_\_

Winter 2014: \_\_\_\_\_

Spring 2012: \_\_\_\_\_

Spring 2013: \_\_\_\_\_

Spring 2014: \_\_\_\_\_

Spring 2015: \_\_\_\_\_

Summer 2012: \_\_\_\_\_

Summer 2013: \_\_\_\_\_

Summer 2014: \_\_\_\_\_

Summer 2015: \_\_\_\_\_

Please select one of the following sizes for your advertisement:

Full Pg. **(\$1000)**

2/3 Page **(\$950)**

1/2 Page **(\$650)**

1/3 Page **(\$600)**

1/4 Page **(\$400)**

1/6 Page **(\$350)**

B. Card **(\$250)**

Amount owed:

\_\_\_\_\_

total number of issues

**X**

\_\_\_\_\_

price per unit

**=**

\_\_\_\_\_

total due at time of invoice

## ADVERTISING DESIGN

Please check one of the following advertising design options:

\_\_\_\_\_ Our organization already has a print ready advertisement we would like to use. We plan on doing one of the following in order to complete our order: email the ad, upload the ad at cem.colorado.edu, or provide a cd or usb drive with the ad.

\_\_\_\_\_ Our organization would like the design team of the Colorado Engineer to create our ad. I understand that this will result in a 10% production fee. To complete our order, I plan on contacting the managing editor, Tu Phan, to set up a design meeting.

## PAYMENT

Please check one of the following payment options:

\_\_\_\_\_ Our organization would prefer to be invoiced for each ad following its publication. e.g. four invoices for four ads printed consecutively.

\_\_\_\_\_ Our organization would prefer to be invoiced for all of our ads following the publication of the first. e.g. one invoice for four ads.

## AUTHORIZATION

I understand that upon the printing of the first advertisement in this agreement, the above organization will receive an invoice for the listed amount, per billing choice, plus any production fees associated. Upon the reception of this invoice, I agree to pay this amount.

\_\_\_\_\_  
authorized signature of company representative

\_\_\_\_\_  
date

\_\_\_\_\_  
printed name as signed above

When complete, return this form to 422 UCB Boulder, Colorado 80309, or fax document to (303) 492-2199.  
Please mark your letter or fax with attention to Tu Phan, Managing Editor of the Colorado Engineer.