

Hickory Grove Baptist Christian School

2009

6050 Hickory Grove Road

Charlotte, NC 28215

704 531 3554

smitha@hgbc.org

The Yearbook staff at Hickory Grove Baptist Christian School is now accepting orders for business ads in the 2009 yearbook. Our book sales only cover about 80% of the cost of producing the book. In order to cover the cost of producing the book every year we sell advertising space. With your help and support we can make this a successful year. Please support our school by purchasing an advertisement for this years yearbook and become part of our community.

This year we are producing a spring book, which means it will arrive for distribution in May; before we are out for the summer. With this advanced delivery, it is very important that we receive all ads before ***January 15th***. If you have any questions or concerns please e-mail Smith Adams (smitha@hgbc.org). We will be happy to work with you to make this as easy as possible.

Sharing your pride is easy:

1. Decide which size ad you want.
2. Collect the information you want to use and compose the message to fit the ad space.
3. Read all instructions for ad submission.
4. Complete the Ad Order Form; send it in with payment, photos and your message.

The deadline for receipt of completed ad materials is ***January 15th***, but the Yearbook staff cannot guarantee that space will be available until that date. Ads space is strictly a first come first serve basis. Ad materials received after the pages are filled or after the due date will be returned immediately.

The yearbook staff is pleased to offer you this opportunity to support the 2009 Hickory Grove Baptist Christian School yearbook.

Ad Order Receipt # _____

Please complete and return this advertising contract (or a copy of it) with payment and the photos and text for your ad.

If any questions arise concerning your ad please contact send an e-mail to smitha@hgbc.org.

Please retain this form for your records

Types of Ads/Size

Full Page Black & White: \$ 300.00

Half Page Black & White: \$ 150.00

Quarter Page Black & White: \$ 100.00

Business Card Black & White: \$ 60.00

Payment

Cash included Check included

Photos: instructions, requests, comments:

Instructions:

Payment

Amount enclosed \$ _____.

Make check or money order payable to
Hickory Grove Baptist Christian School

Copy/Text: to be included in your ad:

(If more space is needed please attach separate sheet of paper.)

Signature of salesperson: _____

I agree to the terms and guidelines stated in this contract: _____

Customer signature

Date

Ad Order Form

Please complete and return this advertising contract (or a copy of it) with payment and the photos and text for your ad.

Company name _____

Contact person _____

Business Address _____

City / State / Zip Code _____ Phone _____

E-mail Address _____

Types of Ads/Size

Full Page Black & White: \$ 300.00

Half Page Black & White: \$ 150.00

Quarter Page Black & White: \$ 100.00

Business Card Black & White: \$ 60.00

Payment

Cash included

Check included

Photos: instructions, requests, comments:

Instructions:

Payment

Amount enclosed \$ _____.

Make check or money order payable to
Hickory Grove Baptist Christian School

Copy/Text: to be included in your ad:

(If more space is needed please attach separate sheet of paper.)

I agree to the terms and guidelines stated in this contract: _____

Customer signature

Date

Instructions for Ad Submission

Photos:

If you Choose to send photos of your business with your ad please follow these guidelines.

- If you send original copies of any photo; we cannot guarantee its return. We do not recommend computer generated ink jet photo images on plain white paper and cannot be held responsible for the quality of the reproduction if you submit a photo in this manner.
- We cannot use photos which have been cut, glued or taped to paper.

Text:

- The words you want to include in your ad are called "copy." Please write (print) your copy legibly on the ad order form, or you may type or print it on a separate sheet and attach it to the order form.
- We will choose a font/typeface for the copy when we design your ad. We will correct grammar, punctuation and spelling errors unless otherwise instructed.
- Take into account the size of your ad when writing your message. A large quantity of text in any ad will end up being set in small type which may not be easy to read.

Submission:

You can submit your ad in the following manner.

Ad Slick:

If you have an ad that you have used from a previous advertisement and you have an ad slick you can submit that ad slick with any instructions for its use.

ON CD:

If you have an ad or logo that was is on a we can use it provided it is in Adobe PDF form. We are using a windows based operating system.

Business Cards:

Be sure to include all your information and with each ad submission we would like to have a business card.