



# Save Our Heritage Organisation Magazine Advertising Submission Checklist

**Please complete this checklist and submit with your files, printout, & payment**

Date \_\_\_\_\_ Contact/Designer \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

email \_\_\_\_\_

**File & Ad Description - Ad Size** \_\_\_\_\_  Color  B&W

Art is 100% camera ready  Yes  No

Additional design work required (\$35 an hour)  Yes  No

File created on:  Macintosh  PC

Application/Version:  Illustrator Version \_\_\_\_\_  InDesign Version \_\_\_\_\_

Acrobat PDF Version \_\_\_\_\_  Photoshop Version \_\_\_\_\_

All fonts outlined:  Yes  No      Fonts included for fonts not outlined:  Yes  No

All linked graphics supplied:  Yes  No

Disk format:  CD  DVD      Printout of ad supplied:  Yes  Faxed  emailed

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Payment by check enclosed**       **Please charge my Credit Card** (provide information below)

Name on card \_\_\_\_\_

Number \_\_\_\_\_ exp. \_\_\_\_\_

**Please mail, fax or email a copy of this Checklist, ad material, and payment to:**

Save Our Heritage Organisation  
Magazine Ad Submission  
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