



# Insertion Order

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This confirms your advertising order for the insertions marked below. Your signature is acceptance of this contract. Please sign and return to fax (701) 328-5363 or email [info@snowmobilend.org](mailto:info@snowmobilend.org).

Month	Size/Cost	Color/Cost	Position/Cost	Add'l Charge	Total
October 2016					
November 2016					
December 2016					
January 2017					
February 2017					
March 2017					
				<b>Grand Total:</b>	

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

Artwork must be supplied by the following deadlines:

Issue	Material Deadline
<b>October 2016</b>	8/25/16
<b>November 2016</b>	10/10/16
<b>December 2016</b>	11/10/16
<b>January 2017</b>	12/10/16
<b>February 2017</b>	1/10/17
<b>March 2017</b>	2/10/17

**The Sno-Dak News is not liable for errors and omissions in artwork supplied by advertiser / agency.**

Send Materials To: SND at [info@snowmobilend.org](mailto:info@snowmobilend.org)

\*\*Invoices are mailed the first week of each month. Payment is due upon receipt.

\*\*A late fee of 1.5% (Minimum of \$2.50) will be added to all invoices not paid by the end of publication month. Future advertising may be withheld until account is current.

FOR OFFICE USE ONLY:

Date Received	Date Processed	Initials	Initials	Initials