

Sleepy Hollow IL Quarterly Newsletter *The Legend*
ADVERTISING INSERTION ORDER



Please complete this agreement and fax it to 847-426-4082 or send to the address below. If you have any questions, please contact Karen Kruger at theSHlegend@gmail.com or 847-836-8479.

ADVERTISER INFORMATION

Company Name: _____

Contact Person: _____ Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Website _____

Sleepy Hollow Resident

ADVERTISEMENT

Publication Dates (Check chart on right)
 Ad Size (see chart below) **Circle One:**

Ad Size	1x	Semi-Annual (2x) 20% Discount	Annual (4x) 40% Discount + website link
1/8 page 2.25"x4"	80.00	64.00 (128.00 per year)	48.00 (192.00 per year)
1/4 page 4"x5.5"	160.00	128.00 (256.00 per year)	96.00 (384.00 per year)
1/2 page 8.5"x5.5"	320.00	256.00 (512.00 per year)	192.00 (768.00 per year)
Full page 8.5"x11"	640.00	512.00 (1,024.00 per year)	384.00 (1,536.00 per year)

Publication Date	Copy Deadline
<input type="checkbox"/> Winter	11/15/____
<input type="checkbox"/> Spring	02/15/____
<input type="checkbox"/> Summer	05/15/____
<input type="checkbox"/> Fall	08/15/____

Please email copy to
 theshlegend@gmail.com
 and include .jpeg art work
 and pictures.
 All ads are in black & white.

The same ad will be repeated in each publication New ads will be submitted for each publication

PAYMENT INFORMATION (Check One)

Quarterly payment enclosed Payment in Full enclosed

Send invoice to address above (payment must be received by publication deadline or advertising will be pulled)

Please make checks payable to: Village of Sleepy Hollow

Policy on Advertising Placement

- All advertising is subject to review and approval by the Sleepy Hollow Village Board.
- The advertiser and his/her agency assume and agree to pay the charges for advertising published at their direction
- Insertion orders/contracts are due on or before deadlines. All oral instructions must be confirmed in writing by the advertiser.
- Cancellations, changes of insertion dates and/or corrections must conform to published deadlines.
- Cancellations and changes of insertion dates may lose semi-annual or annual discounts. Advertiser will be billed for the difference.
- Acceptance of advertising by the Village does not indicate or imply endorsement.
- Multi-insertion orders will be accepted only when in writing.
- The Legend editor will not be responsible for errors appearing in advertisements which are placed too late for proof sheets.
- Advertiser will be included in publication mailing or e-newsletter upon request.

AGREEMENT

Signature: _____

Date: _____

FAX, MAIL OR EMAIL INSERTION ORDER TO:
 Karen Kruger, The Legend Editor
 c/o Sleepy Hollow Village Hall
 One Thoroughbred Lane
 Sleepy Hollow, IL 60118
 Fax: 847-426-4082
 Phone: 847-836-8479
 theSHlegend@gmail.com