

# Community Services Guide Advertising Order Form (Standard): Fall/Winter 2017-18



Organization/business name:

Contact name:

Street address:

Apt/unit:

Town/city:

Postal code:

Phone number:

Email:

Alternate Email:

Website (to be linked from online guide pages):

## Organization Category:

Please select one category only.

- |                          |                              |
|--------------------------|------------------------------|
| Camps                    | Halton Region services       |
| Community info/agency    | Schools/daycare/preschool    |
| Health and wellness      | Sports/active living/fitness |
| Music/arts/dance/theatre | Other (specify):             |

## Ad Size Options/Fees:

Select one of the following advertising options.

**Note:** HST is not included in ad pricing; please ensure you add 13% to your total payment.

### Inside Pages:

(Black with one spot colour; spot colour determined by the Town of Milton)

Size	1-ad (1 edition)	2-ad deal (2 consecutive editions)
Full page	\$1,132.68	\$2,038.82
1/2 page	\$593.31	\$1,067.96
1/4 page	\$370.81	\$667.46
1/6 page	\$222.49	\$400.48

### Cover Page:

Size	Inside back (1 edition)	Inside back (2 consecutive editions)
Full page	\$1,777.69	\$4,266.46
1/2 page	\$888.85	\$2,133.23
1/4 page	\$444.42	\$1,066.62

**See next page for more information.**

Community Services Department, **Mailing Address:** 150 Mary Street, Milton, ON, L9T 6Z5

For more information, contact Tracy Hasselfeldt, **Phone:** 905-878-7252, ext. 2231, **Fax:** 905-864-3222

**Email:** [tracy.hasselfeldt@milton.ca](mailto:tracy.hasselfeldt@milton.ca)

Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Act, 2001, Section 11, and will be used to assess advertising requests for the Town of Milton, Community Services Department. If you have questions about this collection, please contact the CLASS Administrator, 150 Mary Street, Milton, ON L9T 6Z5, 905-878-7252, ext. 2189.

# Community Services Guide

## Advertising Order Form (Standard): Fall/Winter 2017-18



### Payment Details:

Ad space (before HST):  
HST (13%):  
Total payment:

### Ad Details:

#### Ad Instructions:

**Note:** Advertisers are only allowed one revision to ads that have been approved in PDF format. Additional ad replacements or changes may result in possible design charges.

Keep previous ad as is  
Minor changes to previous ad (send via email)  
Major changes to previous ad (send via email)  
Will be submitting a new ad (send via email)  
Would like a new ad designed for me (send details via email for a design charges quote)

#### Ad Spot Colour:

**Note:** All ads will have spot colour on the border.

**DO NOT ADD** spot colour  
Please **ADD** spot colour;

Describe: where you would like spot colour applied:

### Payments:

- Payment is due in full within 10 business days from the time your order form is received; advertising spots will only be secured if payment is received within this time frame.
- Two business days after submitting your form, you may make payments by VISA/MasterCard, cash, cheque or debit at the following locations:
  - Town Hall
  - Milton Leisure Centre
  - Milton Sports Centre
- To make a VISA/MasterCard payment by phone, please contact us as noted below.
- Please keep a copy of this order form as your invoice; you will receive a payment receipt once you have paid for your ad.

### Contact Us:

**Ad changes/new ad files/VISA/MasterCard payments/questions:**

Tracy Hasselfeldt  
905-878-7252, ext. 2231  
[tracy.hasselfeldt@milton.ca](mailto:tracy.hasselfeldt@milton.ca)