



# RELOCATING

## *Baldwin County*

### **Ad Production Guidelines**

One hour of ad production is included in the rate. You are allowed one design and one revision for your rate. Any other edits or revisions will be billed at \$75 per hour. All photography must be copyright free and submitted by client.

If you provide your own ad design, it must meet the size (see last page) and resolution requirements (300 DPI). It will be your responsibility to proofread your ad and make sure that your contact information is correct.

Ad placements (other than premium locations) are at the discretion of the publisher. We will accommodate requests when possible.

**DEADLINE to advertise is February 23, 2024**

**DEADLINE for production artwork is March 1, 2024**

Please provide all information on the form on the following pages.

### **Submission Information**

Email all ad materials and final high resolution PDF ad submissions to:  
[malloyab@gmail.com](mailto:malloyab@gmail.com) and  
[annettesebastian@welcome-friends.com](mailto:annettesebastian@welcome-friends.com)

Call Annette Sebastian, 251-654-2596  
with questions.  
Send payments to:  
Welcome Friends  
1 Armadillo Run,  
Spanish Fort, AL 36527

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## WELCOME FRIENDS/ RELOCATING BALDWIN COUNTY

### Information for Billing and Ad Information

Official Business name:

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Mailing address/email address for billing:

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Contact name and email for billing and ad creation:

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Phone number for billing and ad creation:

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Ad size and orientation (vertical or horizontal):

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Preferred Ad location (based on availability):

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Payment amount/check number:

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Customer Signature:

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Sales Representative:

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# RELOCATING

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## WELCOME FRIENDS/ RELOCATING BALDWIN COUNTY Receipt

Receipt for \_\_\_\_\_ size advertisement.

Paid: \_\_\_\_\_

Amount due: \_\_\_\_\_

Company Representative:

\_\_\_\_\_

Signature of Welcome Friends Representative:

\_\_\_\_\_

You will be emailed a reminder to remit your amount due upon publication release (set for April 2024.) Please make payments to Welcome Friends, 1 Armadillo Run, Spanish Fort, AL 36527