

AD•INK Digital Ad Submission Form

This area must be filled out.

Advertiser: _____ Agency: _____

Ad Name _____ AD•INK Networks: Women's Personal Finance Young Women's

Market(s): _____

Contact Name/Phone: _____

Contact Fax: _____ Issue Month: _____ Due Date: _____ Ad Size: _____

ALL ad file submissions must include:

- This form completed and signed.
- Disk(s) clearly labeled with name and telephone number.
- All layout files and original image and art files.
- All placed images and linked files.
- For b/w ads – a laser proof of ad at 100% made from the file on disk.
- For color ads – a calibrated color proof (a contract proof) of ad at 100% made from the file on disk.
- A print out of the disk's contents. On the Mac, that's: File → Print Window
- If this ad is e-mailed, indicate subject line: _____

PLEASE make sure the ad size is correct. See the latest version of the Digital Ad Specifications.

Fonts: Please see the Digital Ad Specifications for more information on fonts. **Note:** Any non-Adobe fonts will be replaced

Questions can be directed to AD•INK Advertising Services Manager– Tel: 203-975-8100 ext 105, Fax: 203-975-8102

1. **Media and Type:** Macintosh Format PC Format CD Uploader e-mail (file size limit 3MB)

2. **Application Files:** Quark - Version Number: _____ InDesign - Version Number: _____ Other: _____

File Name (s): _____

3. **Proof type:** _____

4. **Send this form with the ad file and the contract proof of the ad to GHP, Inc. in West Haven, CT.**

If you use FTP or e-mail to send the ad to GIST, Inc., you must fax this form to GHP, Fax: 203-479-7575, Attn: Walter; and then ship this form with the proof to AD•INK, c/o GHP, 475 Heffernan Drive, West Haven, CT 06516.

Advertiser requests AD•INK to send low-res digital file for proof

Signature: _____

Date: _____

AD•INK Rules and Regulations: All electronic files are due at AD•INK c/o GHP, Inc. by issue deadline. See the AD•INK Digital Ad Specifications. AD•INK reserves the right to reject any ad if it is not in compliance with industry standard Postscript ready specifications. Files needing to be corrected are subject to additional charges. AD•INK will accept only digital advertising that is black and white, grayscale, or CYMK color. We **cannot** accept ads with RGB or Spot Colors. All ads should be done in QuarkXPress. See the AD•INK Digital Ad Specifications. All fonts must be Adobe Postscript Level 1 fonts only. There can be no exceptions. AD•INK reserves the right to substitute Adobe fonts as close to the original as possible in all ads that fail to adhere to this policy. AD•INK cannot be held responsible for any errors in any digital ad.

AD•INK DOES NOT ACCEPT RESPONSIBILITY FOR AD MATERIALS CREATED OR MODIFIED BY AD•INK EXCEPT THOSE APPROVED & SIGNED BY CLIENT PRIOR TO OR THE DAY OF THE DEADLINE.