



Date: \_\_\_\_\_

Place your ad online at [www.WestCoastLeaf.com](http://www.WestCoastLeaf.com)

## AD INSERTION ORDER FORM

Company	Contact
Address	City Zip
Phone	Fax
Email	Website

*Customer will provide all ad content unless otherwise arranged. Payments can be made by cash, money order, credit card, PayPal, or company check. Cancellation may result in loss of frequency and other discounts. The publisher's liability is limited to reimbursement of any prepaid funds, should the ad fail to appear in print. Artwork must be provided in PDF or JPEG format per our specifications. Any additional work required to make the artwork camera-ready must be cleared in advance and may incur additional costs.*

### PRICE CALCULATION

Issue	Size	Format / Details	Discount	Price	Total Cost
Special service:					
Payments:					
Balance due:					

Notes: **DEADLINE FOR SUMMER 2010 EDITION: MAY 7, 2010**

*A 50% payment must be made before our deadline to ensure your spot. Full payment due before publication.*

*Please review all above then sign and date the sheet in the space below:*

Client Signature:	Salesperson:
Date:	Date:

SEND A COPY OF THIS FORM ALONG WITH YOUR PAYMENT TO:

Email to [Mikki@WestCoastLeaf.com](mailto:Mikki@WestCoastLeaf.com) • Fax to 510-234-4460  
 Mail to **Creative Xpressions, PO Box 1716, El Cerrito CA 94530**  
 Order and pay online at [www.WestCoastLeaf.com](http://www.WestCoastLeaf.com)  
 Call 510-215-8326 for Visa or other credit card payments