

BASIC ADVERTISEMENT INFORMATION... MUST BE COMPLETED

Advertiser Name:	Phone No.:	Date:
Contact Name:	Phone No.:	
1. Ad Size (Check one): <input type="checkbox"/> Full-Page <input type="checkbox"/> 2/3-Page <input type="checkbox"/> 1/2-Page <input type="checkbox"/> 1/3-Page <input type="checkbox"/> 1/4-Page <input type="checkbox"/> Other: _____		
2. Number of new listings for us to shoot: ___ + Number of listings w/ photos provided by Realtor: ___ + Number of listings with existing photos from previous issues: ___		TOTAL number of listings: 0
3. How will ad copy be submitted: <input type="checkbox"/> On Disk <input type="checkbox"/> Via E-Mail <input type="checkbox"/> Hard Copy Only With all ad copy submitted on disk or via e-mail, please provide or fax a hard copy to the office.		
4. Special instructions or information for your ad:		
IMPORTANT INFORMATION: If you wish your listings to be in a specific order, please provide a hand-drawn layout. If a layout is not provided, we will choose the order — and the listings will not be rearranged after the initial design of the ad.		

NOTE: Please do a "Save As..." and name the file as follows: CompanyName_Vol-Issue.DOC. Example: SmithRealty_06-10.DOC

PROPERTY LISTING INFORMATION

(copy blocks will expand as needed):

Property Address:	
Is this a new listing for us to shoot? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Vol. _____, Issue _____ for photo pickup OR <input type="checkbox"/> Realtor will provide photo. If Yes, please include MLS printout or detailed street directions to property.	Interior Photo? <input type="checkbox"/> Yes <input type="checkbox"/> No Lighting condition: <input type="checkbox"/> Incandescent <input type="checkbox"/> Fluorescent <input type="checkbox"/> Natural Light
Special Photo instructions (locked gate, dogs, etc.):	
Ad Copy Headline:	
Body Copy: (Please limit to 40 words or less, based on 5 characters-per-word count)	

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Special Photo instructions (locked gate, dogs, etc.):	
Ad Copy	
Headline:	
Body Copy: (Please limit to 40 words or less, based on 5 characters-per-word count)	

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