

Learning Express

FAX

978-889-1010

TO: ADVERTISING DEPARTMENT

Date: _____

Regarding: Ad Requests

(Please fill out all the information completely)

Name: _____

Phone: _____

Fax: _____

Newspaper: _____

Address: _____

Size of Ad (in inches): _____ (Hor.) x _____ (Ver.)

Ad Headline should Read: _____

Content of Ad: _____

Your store address on ad should read:

Ad is: _____ Color _____ Black & White

Contact Person: _____

Email Address: _____

If the ad is emailed which format: Mac _____ PC _____

Programs we support:

QuarkXPress, Adobe Photoshop, Adobe Illustrator

Coupon: Yes _____ No _____ (if yes, What kind: \$5 off \$25 _____ 20% off one item _____
other: _____ expiration date: ____/____/____)

Date Due: ____/____/____ (We require at least a week's notice on all ads - if we do not receive a weeks
notice, you forfeit all proofing rights and there are no guarantees that the ad
will be completed).

UPS Account or Fed Ex Account # _____

Please call us to make sure we have received your fax - sometimes we do not always receive all faxes. Thanks!