



# Advertising Agreement

19 Eaton Avenue  
 Norwich, NY 13815  
 Phone: 607-334-1400  
 www.chenangony.org

**Leading Business, Leading Communities**

## Advertiser Information

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 e-mail: \_\_\_\_\_  
 Phone : \_\_\_\_\_ Fax: \_\_\_\_\_  
 Website: \_\_\_\_\_

## Billing Information (if different from above)

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 e-mail: \_\_\_\_\_  
 Phone : \_\_\_\_\_ Fax: \_\_\_\_\_  
 Website: \_\_\_\_\_

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

**Your Contact:** \_\_\_\_\_

This insertion order will confirm your ad specifications and reserve your space in our publication. Please review this information and sign it with your approval signature. FAX back to our office at (607) 336-6963 or mail it to the above address.

Individual payments are due upon distribution of selected publication. This insertion order is bound by the terms and conditions stated on the Commerce Chenango Rate Sheet.

Publication	Month	Ad Size	Rate	Discount Charges	Amt. Due

## Payment Instructions

Advertisers who cancel insertions/contracts after providing signature approval reserving space will be billed the full amount of the space contracted. In the event that the advertiser purchases a package to run multiple advertisements and then cancels any portion of the package, any and all discounts shall become null and void, and the advertiser will be subject to pay the full rate of the remaining contracted ad space.

Advertisers are responsible for the submission of ad materials on or before the materials due deadline. If materials are not received by the applicable deadline, Commerce Chenango reserves the right to run the advertiser's last published ad. If no previous ad exists, advertiser is responsible for the space, which will be used at Commerce Chenango's discretion. Commerce Chenango is not responsible for errors or omissions in any advertising materials provided by the advertiser or for changes made after the applicable deadline date.

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**In signing and returning this proposal/Insertion order your account will become active and binding.**