

# Advertising Insertion Order



The following is an agreement between

and Chorus America to place advertising in *The Voice*, a quarterly magazine published by Chorus America.

## 1. AD RESERVATION

You are reserving, and agree to purchase advertising space in *The Voice* as follows:

- Summer 2020 (43.4)    Fall 2020 (44.1)    Winter 2020/21 (44.2)    Spring 2021 (44.3)

### Ad size & orientation:

Cover 2, Cover 3, Cover 4, 2-page center spread, full page, 2/3 vertical, 1/2 horizontal, 1/3 vertical, 1/3 square, 1/6 vertical, 1/9 vertical (specifications and reservation dates are available on the Rate Card, [www.chorusamerica.org/publications.cfm](http://www.chorusamerica.org/publications.cfm))

### Check one for color option:

- B&W only  
 4-color (required for all cover positions and 2-page center spread)

### Special placement requests:

## 2. RATES

### Page Rates, as specified in current Rate Card:

- \$ \_\_\_\_\_ 1X member rate **OR** \$ \_\_\_\_\_ 4X member rate  
\$ \_\_\_\_\_ nonmember rate  
- \$ \_\_\_\_\_ 5% space-only discount available for **4X contracts only—all 4 insertions must be prepaid at one time**  
\$ \_\_\_\_\_ total space cost  
+ \$ \_\_\_\_\_ 1X contracts: add \$350 for 4-color except for covers and center spread  
4X contracts: add \$250 for 4-color except for covers and center spread  
\$ \_\_\_\_\_ **TOTAL COST per insertion**  
\$ \_\_\_\_\_ **TOTAL COST per contract**  
*(multiply total insertion cost times 4 for 4X contract; include the 5% space-only discount only if pre-paying for all 4 insertions)*

## 3. PAYMENT

\$ \_\_\_\_\_ **TOTAL** (from above)

- Check made payable to Chorus America  
 Credit Card:    Visa    MasterCard  
                           Discover    American Express

CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## 4. CONTACT INFORMATION

ORGANIZATION NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

EMAIL \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE/PROV. \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Chorus Member, Affiliate Organization, or Business Member?

- yes    no, not eligible for member rates  
*(Individual members are not eligible for discounts on behalf of their organizations.)*

**By signing and returning this Advertising Insertion Order, you agree to provide Chorus America with artwork in the correct size by the deadlines for each issue** (mechanical requirements and artwork deadlines are specified in the Rate Card).

Advertisers are responsible for payment of discounts accrued if contract is canceled before completion.

**Payment for each insertion will be due within 30 days following the publication of each issue** (unless pre-paid), after the Advertiser receives an invoice and a complimentary copy of *The Voice*. Failure to make payment on schedule will result in a \$50 late fee and loss of future advertising opportunities.

## 5. SUBMISSION

**Please return Advertising Insertion Order (and pre-payment, if applicable) to:**

Advertising  
*The Voice*  
1200 18th St. NW, Suite 1250  
Washington, DC 20036

**Mike Rowan**  
**Communications Manager**

202.331.7577 ext. 251  
202.331.7599 Fax  
[mike@chorusamerica.org](mailto:mike@chorusamerica.org)  
[www.chorusamerica.org](http://www.chorusamerica.org)



**OFFICE USE ONLY:** Payment Record

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Batch: \_\_\_\_\_