



2014 PAYTECH Magazine Bind-In Insert Insertion Order/Contract

Advertising Company: _____

Address: _____

City/State/Zip: _____

Agency: _____

Address: _____

City/State/Zip: _____

Ad Materials Contact: _____

Phone: _____ Email: _____

<p style="font-size: small; text-align: center;">The Official Publication of the American Payroll Association</p>		<p>Questions?</p> <p>Call Vendor Relations at 210-226-4600</p>	
Bind-In Insert			
<u>Ad Specs</u>	<u>Color</u>		
<ul style="list-style-type: none"> Vertical Bind-In 5"x10.875" with 1/8" bleed 2-sided Perforated for tear out 	<input checked="" type="checkbox"/> Four color		
<u>Placement</u>			
<input checked="" type="checkbox"/> Bind-In Insert			
<u>Issue:</u>	<u>Ad Materials:</u>	<u>Issue:</u>	<u>Ad Materials:</u>
<input type="checkbox"/> January	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 11/22/13
<input type="checkbox"/> February	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 12/16/13
<input type="checkbox"/> March	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 1/20/14
<input type="checkbox"/> April	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 2/20/14
<input type="checkbox"/> May	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 3/21/14
<input type="checkbox"/> June	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 4/21/14
<input type="checkbox"/> July	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 5/22/14
<input type="checkbox"/> Aug/Sept	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 7/22/14
<input type="checkbox"/> October	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 8/21/14
<input type="checkbox"/> November	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 9/24/14
<input type="checkbox"/> December	<input type="checkbox"/> Pick-up Ad	<input type="checkbox"/> New Ad	Due 10/22/14
<u>Pricing:</u>			
Rate per issue: \$ _____ x number of issue(s) _____ = PAYTECH Total: \$ _____			
			_____ Initial

Please email ad materials to: admaterials@americanpayroll.org

TERMS AND CONDITIONS - ALL APA ADVERTISERS ARE BOUND TO THE FOLLOWING:

- ❖ All rates listed are net amounts due the APA. Any gross-up by an agency must be added to the amounts listed.
- ❖ Verbal agreements are not recognized. All advertising insertion contracts must be in writing.
- ❖ Rates listed are per issue.
- ❖ Any overdue balance on advertising insertions or sponsorships will incur a 1.5% finance charge per month until the overdue balance is paid in full.
- ❖ New advertisers are required to pay for advertising in advance—the payment due deadline is the same as the materials due deadline. After a new advertiser has placed 3 insertions in one calendar year, and timely paid for them, the advertiser may be granted a net 30 days (after date of publication) payment status.
- ❖ Advertisers receive an insertion invoice accompanied by a tearsheet. A complimentary copy of each PAYTECH issue in which they advertise will be mailed separately. Additional copies may be purchased. Large quantities of an issue must be ordered two months prior to publication. Large orders may be ordered at cost (varies each issue).
- ❖ Notice of cancellation must be given in writing no later than five business days after the space reservation deadline.
- ❖ Advertisers and their agencies assume responsibility for all content of the ad and for payment of the ad.
- ❖ Insertion instructions shall be supplied for every advertisement and shall clearly state: name of publication, name of advertiser, issue, size of ad, identification of ad, and any special instructions such as bleed, color, etc.
- ❖ When space is contracted and no copy instructions or materials are received by the deadline, the ad run in the previous issue will be repeated. The advertiser is responsible for making sure ad materials have been delivered to APA and that they have arrived by the materials deadline.
- ❖ The forwarding of an insertion order is construed as an acceptance of all the rates and conditions of the current rate card.
- ❖ All advertising is subject to the publisher’s approval. The publisher reserves the right to reject, discontinue, or omit any advertising or any part thereof.
- ❖ **Initials:** _____ Acknowledgement of receipt of ad specifications and ad materials checklist. APA will not be responsible for reproduction quality if ad material fails to conform to the specifications and checklist provided.
- ❖ Requests for advertising material to be returned to advertiser/agency must be sent to APA with the insertion order. Otherwise, APA reserves the right to archive ad materials for a limited period of time.
- ❖ Each individual item will have an invoice generated separately. Please make sure that a purchase order number is provided for each invoice.

Payment Options:

ALL ITEMS WILL BE INVOICED. INVOICED BALANCE IS DUE UPON RECEIPT OF INVOICE.

Check – Payment due upon receipt of invoice.

Please provide contact information for billing:

Contact Name: _____ **Contact E-mail:** _____

Billing Address: _____

Contact Phone: _____

Credit Card – American Express, MasterCard, or Visa

A Credit Card Authorization Form will be e-mailed for completion.

Please provide contact information for Credit Card:

Contact Name: _____ **Contact E-mail:** _____

Contact Phone: _____

Agreed to in good faith by:

Printed name of Authorized Representative

Signature of Authorized Representative

Date

Accepted and Assigned by:

Printed name of APA Representative

Signature of APA Representative

Date

PLEASE EMAIL COMPLETED CONTRACT TO VENDORSUPPORT@AMERICANPAYROLL.ORG