



## The Source: Advertising Insertion Order Form

Organization Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

### MEMBER RATES

Ad Type/Rate	Number of Packs	Subtotal	Months for Insertion
One Month – Premium (\$1,400)			
One Month – Standard A (\$1,150)			
One Month – Standard B (\$900)			
Two Months or more – Premium (\$1,120 per month)			
Two Months or more – Standard A (\$920 per month)			
Two Months or more – Standard B (\$720 per month)			

**Total number of packs** \_\_\_\_\_

**Total Due \$** \_\_\_\_\_

### NONMEMBER RATES

Ad Type/Rate	Number of Packs	Subtotal	Months for Insertion
One Month – Premium (\$1,680)			
One Month – Standard A (\$1,380)			
One Month – Standard B (\$1,080)			
Two Months or more – Premium (\$1,344 per month)			
Two Months or more – Standard A (\$1,104 per month)			
Two Months or more – Standard B (\$864 per month)			

**Total number of packs** \_\_\_\_\_

**Total Due \$** \_\_\_\_\_

## Payment

via Invoice

Check (payable to the American College Health Association)

Credit Card \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover

Card Number \_\_\_\_\_ Card Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_ Billing Zip \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

## Artwork Specifications

Ads will be published as is from provided digital files. ACHA will not design or format ads nor be responsible for quality of original files. Digital artwork is accepted via e-mail in these formats: JPG or PNG files that have embedded fonts and are optimized for the web.

- Ads should be 300 pixels wide by 250 pixels high
- Please also provide a URL for where the digital ad should link

## Terms

Ad space is sold on a first-come, first-served basis and is limited to a total of three ads per issue (one premium placement and up to two standard placements). Ad space is considered reserved once your order form has been submitted. You will be contacted if we are unable to place your ad in the month(s) you have selected. ACHA reserves the right to refuse advertisements.

If ACHA fails to run ads as promised, you will be issued a refund, or you may choose to receive free placement in a future issue. If you choose to cancel your ad run, ACHA will grant you credit to advertise in a future issue instead. ACHA will offer a refund for a cancelled ad run only if we are able to sell your previously reserved spaces to another advertiser.

Advertisers may not depict, reproduce, or distribute images of American College Health Association (ACHA) products or resources, including ACHA corporate or project names (including the acronym ACHA), logos, cover art, or other proprietary images or information belonging to ACHA in any form. Additionally, the contents of all material on the ACHA website ([www.acha.org](http://www.acha.org)), including the design and organization, are copyrighted by ACHA unless otherwise indicated. Content may not be reproduced, disseminated, published, or transferred in any form or by any mean, except with the prior written permission of ACHA.

### Please send insertion order, artwork, or questions to...

Danielle Monroe

tel: 443-270-4565

fax: (410) 859-1510

email: [dmonroe@acha.org](mailto:dmonroe@acha.org)

Remittance address for payment (you may fax if paying by credit card or PO):

ACHA Advertising

P. O. Box 419224

Boston, MA, 02241-9224

*Please be sure to include this order form with your payment.*



AMERICAN  
COLLEGE  
HEALTH  
ASSOCIATION