

**ADVERTISING CONTRACT 2018- 2019**

Check the appropriate box for each issue, or publication you wish to advertise in.	Full Page Back Cover, Color	Full page Inside Cover, Color	Full Page Color	Full Page Black and White	2/3 page, Color	2/3 page	1/2 page, Color	1/2 page	1/3 page, Color	1/3 page	1/4 page	1/6 page
Colorado Music Educator- Fall Closing date- August 30												
Colorado Music Educator-Winter Closing date- October 23												
Colorado Music Educator- Spring Closing date- February 26												
Clinic/Conference Program Closing date- October 23												
Email Newsletter- Closing date the 25 <sup>th</sup> of the month prior <i>Place an "X" in box for month</i>												
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		

**Print clearly the following information:**

Advertiser Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ e-mail address \_\_\_\_\_

Authorized signature \_\_\_\_\_

All ads are to be submitted via e-mail in JPEG or PDF format to:  
[communicationscmeaonline@gmail.com](mailto:communicationscmeaonline@gmail.com) by the submission date listed on the advertising contract.

***We are electing to pre-pay our advertising for the year, our advertising costs are as listed on the rate card page:***

Fall issue	_____	<i>total cost</i>
Winter Issue	_____	<i>total cost</i>
Spring Issue	_____	<i>total cost</i>
Conference Program	_____	<i>total cost</i>
Email Newsletter	number of months _____	
<i>Sub-total (final total if not prepaying)</i>		_____ <i>total cost</i>
<b>minus 15% pre-pay discount</b>	- _____	<i>total discount</i>
Total enclosed with contract:	_____	<i>total payment</i>

***If pre-paying by credit card, complete the credit card authorization form on the next page and submit with this contract.***

\_\_\_\_\_ **Check will be arriving shortly to pre-pay advertising.**

**Send completed contracts to:**

***Using US Mail send to:***

**CMEA Publications, PO Box 44489,  
Denver, CO 80201**

***Using email send to both:***

**[communicationscmeaonline@gmail.com](mailto:communicationscmeaonline@gmail.com)**

**and to [officecmeaonline@gmail.com](mailto:officecmeaonline@gmail.com)**



**Credit Card Authorization Form**

**Send to: CMEA, PO BOX 44489, Denver, CO 80201**

or

email to [officecmeaonline@gmail.com](mailto:officecmeaonline@gmail.com)

**FORMS ARE NOT ACCEPTED BY FAX!!**

Payments are accepted by VISA, Master Card, or Discover Card only, enter complete information on lines below for orders of \$25.00 or more. If your Institution doesn't allow transmission of credit card information by form please provide a name and phone number to call for credit card payment information (*note that in 2019/2020 all payments will be able to be made on-line at [cmeaonline.org](http://cmeaonline.org)*):

Name as it appears on the Credit Card:

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Credit Card Number 4-digits per line:

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expiration date -----

Credit Card v-code on back of card -----

Credit Card Billing Address

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Credit Card Billing Zip Code -----

Phone number -----

Email -----

Amount authorized to be charged -----

Signature of authorized card holder:

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*Once your credit card is processed the Colorado Music Educators Association will attach a copy of your credit card receipt on the original paperwork and this Credit Card Authorization form will be immediately shredded. Colorado Music Educators Association policy does not allow us to keep credit card numbers on file.*