

# AZTEC PRESS

Pima Community College  
Aztec Press  
2202 W. Anklam Rd.  
Tucson, AZ 85709

Business Manager  
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## Advertising Insertion Order Form

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### Deadlines & Specifications

Creative / Ad Copy: 10 days prior to publication.  
Space Selection: 10 days prior to publication.  
File Format: PDF, AI, TIF (300 PPI)  
Submit Creative / Ad Copy: [jdmanis@pima.edu](mailto:jdmanis@pima.edu)

### Terms & Conditions

This form is an agreement between Publisher and Advertiser. Form submission creates an agreement to pay for ad space. If ad space has been reserved and the ad copy does not arrive prior to deadline, Advertiser may be charged for space reserved according to this agreement. Advertiser assumes all liability for all copy printed in their ad. Ads are subject to Publisher approval. Publisher reserves the right to reject advertising. Production fees may be assessed if ad modification is needed, Advertiser will be notified in advance. Cancellations must be submitted in writing no less than 7 days prior to publication date. Discounted rates are based on specific number of inserts. If discounted ads are canceled, the rate will revert to the number of ads run and Advertiser will be billed retroactively. Payments are due upon receipt of invoice and proof of run. Delinquent accounts may be assessed fees not to exceed 35%.

I agree to the terms and conditions

Digital Signature:

Date:

Client

Contact Name

Phone Number

Email

Billing Address

Mailing Address (Proof of Run)

State

Zip Code

Ad Size

Number of Insertions

Net Rate (see rate card)

Space Selection

Publication Date(s)

(+20%, minimum 1/2 page)

Color or B/W

Proof of Run

(control + click)  
to select multiple dates