





## St. Clair Region Conservation Authority

For more information, contact: [stclair@scrca.on.ca](mailto:stclair@scrca.on.ca) • [www.scrca.on.ca](http://www.scrca.on.ca)

<b>Date:</b>		<b>FOR GRAFIKS USE ONLY</b>
<b>Contract Made Between:</b>		
St. Clair Region Conservation Authority		
<b>Contact Name:</b>		
<b>Billing Address:</b>		
<b>Community:</b>	<b>Postal Code:</b>	
<b>Phone:</b>	<b>Fax:</b>	
<b>Email:</b>		
<b>Payment Options:</b> <input type="checkbox"/> Cheque – payable to Grafiks Marketing & Communications		
<input type="checkbox"/>  <input type="checkbox"/> 		
<b>Name on card:</b>		
<b>Card Number:</b>	<b>Expiry Date:</b>	

Ad Size	#	Ad Price	Price	<b>Artwork Special Instructions:</b>
<input type="checkbox"/> 1/8 page      2.437" x 1.904"			\$	
<input type="checkbox"/> 1/4 page - hor.      5" x 1.904"			\$	
<input type="checkbox"/> 1/4 page - vert.      2.437" x 3.937"			\$	
<input type="checkbox"/> 1/2 page - hor.      5" x 3.937"			\$	
<input type="checkbox"/> 1/2 page - vert.      2.437" x 8"			\$	
<input type="checkbox"/> Full page*      5.5" x 8.5"			\$	
<input type="checkbox"/> Inside Front & Back cover*      5.5" x 8.5"			\$	
<input type="checkbox"/> Back cover*      5.5" x 8.5"			\$	
<input type="checkbox"/> Corporate Sponsorship Logo			\$	
<input type="checkbox"/> Other			\$	
		SUBTOTAL	\$	
		13% HST	\$	
		TOTAL	\$	

\*Image area 5" x 8", Trim Size 5.5" x 8.5" add .125" for bleed.

Salesperson:

**Grafiks Marketing & Communications**  
225 Mitton St. N., Sarnia, Ontario N7T 6H5

Please email all **ARTWORK** to your sales representative. Email should be confirmed by a phone call.

\_\_\_\_\_  
Signature of Advertiser

\_\_\_\_\_  
Signature on behalf of St. Clair Region Conservation Authority

**Terms of Payment – Advertisers will be invoiced and payment is due when proof of ad is delivered and advertiser has approved the Ad.**

HST Registration # 102863206

## Terms & Conditions:

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- 1. Terms of Payment – Advertisers will be invoiced and payment is due when proof of ad is delivered and advertiser has approved the Ad.** Acceptable methods of payment are as follows: Visa, Mastercard, Cheques – to be made payable to Grafiks Marketing and Communications.
- 2. General Provisions** – The Advertiser will remain liable for all charges due under this contract, including; in the event of a sale or transfer of the business.
- 3. Advertising Copy Materials** – The Advertiser agrees to submit advertising copy by art/copy deadline. If the advertising is not received by copy deadline **(May 10, 2011)**, SCRCA reserves the right to cancel this contract. Please email all **ARTWORK** to your sales representative.
- 4. Indemnification of Publisher** – Publisher (Grafiks) shall not be held responsible for loss or expense resulting from claims, actions or proceedings based on the content of such advertisements, without limitation on indemnity.
- 5. Errors or Omissions** – The advertising shall appear in the 2011/2012 SCRCA brochure issued in May, 2011. Any errors or omissions are the responsibility of the Advertiser. **A proof will be supplied and the Advertiser must review their ad and approve.**

## Digital Specifications for Customer-Supplied Electronic Files:

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- 1. Acceptable Software and Formats – Macintosh ONLY**
  - Quark XPress 8 or lower
  - Illustrator CS2 or lower
  - Photoshop CS3 or lower
  - Adobe Acrobat 8 or lower

**Acceptable ad formats** include high resolution (300 dpi or greater) .pdf, .eps files, or .tif files that are created in Adobe Acrobat, Adobe Illustrator, or Adobe Photoshop. All .pdf files must be distilled as high resolution (300 dpi) and embedded with all fonts and images. All full colour images must be CMYK format. Black and white images must be grayscale format – RGB images are not acceptable. Files must be collected for output and must include all support images, files and fonts.

**Unacceptable ad formats** – ads that are sent as word processing documents (.doc, .wpd, etc.), PowerPoint documents, or Microsoft Publisher documents will not be accepted.
- 2. Acceptable Media:**
  - CD or DVD, or email material to your sales representative.  
No 3½" diskettes.
  - Full colour electronic files must be accompanied by a full colour digital proof, black and white ads must be accompanied by a black and white laser proof.
  - Any changes to submitted ad require a new file sent with revisions, along with a new proof.
  - Contact name and phone number or email address of agency must be supplied.