

THE GALLERY ADVERTISING CONTRACT

Durham School of the Arts

400 North Duke Street ~ Durham, NC 27701

Phone: (919)-560-3926 Ext. 23214~ Fax: (919)-560-2217~ Adviser email: patrick.ritchie@dpsnc.net

Date: _____
Co. Name _____
Address _____
City _____ State _____ ZIP Code _____
Phone: _____ Fax: _____ Email: _____
Contact Name: _____

TERMS OF AGREEMENT:

The client above agrees to purchase an ad in the Gallery, DSA's newsmagazine. The size of the ad is _____ page at \$_____ per issue. The client is purchasing _____ (number of ads) and the total amount of the advertisements purchased is \$_____.

- This contract constitutes an agreement between the client and the Gallery. The client agrees to provide either a camera-ready advertisement or the art and copy necessary to create an advertisement. The publication requires black and white copy. The Gallery is not responsible for poor quality when failing to meet these requirements.
- The deadline for placing a newspaper advertisement is receipt of payment 30 days prior to the publication. Ad copy must be received by the submission date listed on the rate information sheet.
- We reserve the right to refuse advertising.** The newsmagazine may refuse advertisement which is deemed to be inappropriate for a high school publication by the publication's staff.

I agree to the above payment and to the details of the requested advertisement in The Gallery. I also agree to pay in a timely manner by the due date specified.

Business Authorized Signature: _____

Method of Payment <input type="radio"/> Cash <input type="radio"/> Check (The Gallery at Durham School of the Arts)	Mail Payment to: The Gallery c/o Patrick Ritchie Durham School of the Arts 400 N Duke Street Durham, NC 27701	Special Instructions: (date, layout, etc.)
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Payment is due within 30 days of receipt of your bill unless prior arrangements have been made with the paper's business manager. If you wish to purchase additional space or make changes in copy scheduled for future issues, please contact the newspaper advertising manager (dsagallery@gmail, Subject: Ad Anna Neal) at least two weeks before date of publication.

Thank you for your support of our newspaper and our school

Gallery Staff member