



**ArtServe/Broward Cultural Division  
Cooperative Marketing Program  
INSERTION ORDER FORM**



*(Please print or type)*

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Will the same ad appear each time (if multiple insertions)? \_\_\_\_\_

Will a graphic artist be designing your ad(s)? \_\_\_\_\_

If so, what is the name of the graphic artist? \_\_\_\_\_

Graphic Artist's Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Publication Name	Date of Insertion	Size of Ad*	Cost of Ad* (Client Cont. w/ 33% Discount)	Please Initial Here
1.				
2.				
3.				
4.				
5.				
6.				

\*Please refer to the "Rate List" for the specific size and cost of your ad.

- This Insertion Order, once signed by the Cooperative Marketing Manager and by the participant, serves as confirmation of your ad placement.
- Please review the information and initial where indicated.
- Fax this form to Byron Swart at 954-462-9182 as soon as possible.
- Your ad cannot be placed until this form is initialed and faxed to ArtServe.
- An invoice will be sent to you in the mail for this insertion; however, the ad cannot be placed without pre-payment.
- All artwork and materials are due to ArtServe 2 weeks prior to the publication deadline. If you choose to design your own ad, it must be received with all banners, logos, colors, and proper specifications (including format) required by Cultural Division and/or the individual publication. In the event that you send an advertisement that does not meet the requirements, you may be charged \$35/hour for the necessary changes.
- Thank you for using the Cooperative Marketing Program!

**Approvals**

\_\_\_\_\_  
Cooperative Marketing Program Manager

\_\_\_\_\_  
Broward Cultural Division Marketing Director

