

Advertising Insertion Order

CONTACT INFORMATION

Company Name: _____

Contact Name: _____ Position: _____

Address: _____

City/Province/Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

Advertising Agency: (if applicable) _____

* Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

** If your advertising agency will be our main point of contact, please provide us the contact name, address, phone and fax numbers.*

Please send a copy of this contract to your agency.

Coastlines Advertising Representative: _____

Ad Size/Description: _____

Frequency Purchased: _____

Please Indicate Date(s) of Insertion: _____

PAYMENT INFORMATION

Total Due: \$ _____ Cheque enclosed

Charge my: VISA MasterCard

Credit Card Number: _____

Expiration Date: _____

Name as printed on card: _____

Authorized Signature: _____

All rates are net. Please add 5% GST to total (if applicable).

Please indicate how electronic artwork will be supplied

Files supplied via (check one): _____

CD, CD-R, DVD, DVD-R (Discs will not be returned) E-mail FTP

Pick up from previous issue: Month/Year _____ / _____

Require artwork to be designed. Please contact us at info to right.

Address payments, materials and correspondence to:

Tugboat Media Inc.

Attn: Zaneta Pajak

202.225 West 8th Avenue

Main 604.879.9222 x 123

Vancouver B.C. V5Y 1N3

Toll Free 1.866.802.5667

GST Reg. # 88385 9027 RT0001

Fax 604.879.9223

Prior to submitting your artwork, please complete the above form and submit via fax or post to Tugboat Media.

Upon receiving this form, pending payment approval, Tugboat Media will reserve your ad space and production will commence. Incomplete forms will be returned and artwork that has been submitted without a completed form will be held for an undetermined amount of time, without obligation.

Signature: _____ Company: _____

Date: _____

Terms and Conditions

Execution of this insertion order signifies assumption of legal responsibility to pay for all advertising in accordance with the terms as stated herein. Neither the advertiser nor its agency may cancel insertion orders for advertising after the closing date. No refunds will be issued for ads not running due to late artwork submissions or cancellations after closing date.

CONTENT All advertising content and design must be acceptable to Tugboat Media Inc., who reserves the right to postpone or refuse, without penalty, publication of any advertisement. Tugboat Media Inc. is not responsible for any errors or omissions in supplied ad copy and artwork.

FREQUENCY RATES To be eligible for frequency reduced rates, the advertiser herein agrees to place and purchase ads as per the number of insertions listed above within a period of one year from this issue.

PRODUCTION & DESIGN CHARGES Tugboat Media Inc. accepts no responsibility for typographical errors in ads. Additional production and design costs will be levied if work is not built to spec. Production and design costs are competitive and will be provided upon request.

MAXIMUM LIABILITY for error on the part of Tugboat Media Inc. and its representatives is restricted to the space rate for this insertion order only.

PAYMENT First-time advertisers: Payment in full at time of booking. Established accounts: Net 30 days of publication. A late payment charge of 1.5% will be levied after 30 days.

CANCELLATION must be received in writing 30 days prior to closing date. Special placements are non-refundable.