

Texas School Business

Advertising Space Reservation Contract

Contact: **Ann Halstead**, advertising@tasanet.org

This agreement authorizes **Texas School Business** to reserve space for our advertising at the indicated cost and subject to the conditions and terms as follows:

Company: _____ Product/Service _____

Contact Person: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____ Email _____

Advertising Agency (if applicable): _____

Billing Contact: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____ Email _____

Select ad choices below. Ads are CMYK only. [Texas School Business Advertising Rates](#)

Month	Year	Size	Frequency	Rate	Ad Total
January/February					
March/April					
May/June					
July/August					
September/October					
November/December					
Total					

This order represents cost for space, color and placement only. Advertiser is responsible for all costs incurred in the preparation of the ad. Production or design work for advertising not furnished camera ready will be billed to the advertiser.

Terms: All invoices are due and payable within 30 days upon receipt of the invoice. A late charge of 10% will be added to all accounts past due 30 days or more. All accounts past due over 60 days will accrue interest at 1% per month in addition to the 10% late charge. Interest will accrue until full payment is received, unless prior arrangements have been made.

Liability: **Texas School Business's** liability to the advertiser on account of errors in or omissions of the advertising material described herein shall in no event exceed the amount of **TSB's** regular charges for insertion of the advertisement which was omitted or in which an error occurred in the issue or issues of *Texas School Business* in which said advertisement was or was to have been printed.

Cancellations: Cancellations must be in writing and signed by an authorized representative of your firm 60 days before scheduled publication.

Advertising authorized by: _____ **Date:** _____

Title: _____