



Advertising Order Form

Please complete this form, sign on the bottom and email it back to us. wendy@lamorindaweekly.com

Your Contact Information

Name: _____ *

Company: _____

Address: _____ *

City: _____ * State: _____ * Zip: _____

Phone: _____ *

Email: _____ *

Ad size:		Ad height:
2 column 3.25" wide		
3 column 4.9" wide		
4 column 6.625" wide		Color
5 column 8.25" wide		Black & White
6 column 10" wide		

Frequency: Frequency _____ other: _____

your first insertion date: _____ next available or select date: _____

Graphic Artwork: I will send my camera ready artwork per email to ads@lamorindaweekly.com
 Lamorinda Weekly already has my artwork. Use as is **no changes** needed
 Lamorinda Weekly already has my artwork. **Changes required**, please contact me
 I would like Lamorinda Weekly to do my graphic artwork

Graphic Artwork is subject to approval.

Payment options **Check** Payment mail to : Lamorinda Weekly, 1480 Moraga Rd. Ste C #202, Moraga, CA 94556
Secure online link send to me to my email address above.
Credit Card payment (one time or multiple runs) please use our credit card authorization form on next page
*** Please note that your payment must be cleared before we can post your ad.**

Please use this box for notes:

Please carefully read our terms about your ad content. You must agree by checkmark the box below if you want us to post your ad.

- All contents of advertisements are subject to Lamorinda Weekly's approval. Lamorinda Weekly reserves the right to reject or cancel any advertisement, insertion order, space reservation or position commitment at any time, or to remove any advertisement from any website page controlled by Lamorinda Weekly, or to reject any URL link embedded within any advertisement. By placing an ad, you permit Lamorinda Weekly to publish the ad in both printed and online editions.
- (b) Ads may not contain offensive or inappropriate language.
 - (c) By requesting ad placement on Lamorinda Weekly, you warrant and represent to Lamorinda Weekly that you will be fully responsible for the terms (including, without limitation, product description, price and compliance with all applicable laws and regulations) of any contract for the sale of goods or services to customers who have seen the advertisement displayed by Lamorinda Weekly.
 - (d) If an ad includes a price, special discount, or "free" offer, it must be clearly and accurately displayed in your advertisement or on your website's landing page.
 - (e) All ad category placements are the sole discretion of Lamorinda Weekly. Any ad that has not been assigned a specific category will be placed in the category Lamorinda Weekly deems appropriate.
 - (f) Lamorinda Weekly assumes no responsibility for typographical errors, but if at fault, will reprint any portion of an advertisement in which an error has occurred, in the following edition.

See also our complete [Terms and Conditions](#). **I agree to the Terms and Conditions:**

Signature: _____ Date: _____



Lamorinda Weekly | 1480 Moraga Road STE C #202 | Moraga, CA 94556

Credit Card Payment Authorization Form

Please sign and complete this form to authorize Lamorinda Weekly keep your credit card on file to cover charges for current and future ad placements.

By signing this form you give us permission to debit your account.

Tel: 925-377-0977 email: wendy@lamorindaweekly.com

Please complete the information below:

I _____ authorize Lamorinda Weekly to charge my credit card.
(full name)

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX
Cardholder Name _____
Account Number _____
Expiration Date _____

SIGNATURE _____ DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.