



Rate Card/Insertion Contract

2018-2019

The **SBO Quarterly** is a publication of the Ohio Association of School Business Officials. Its purpose is to provide insight into Ohio public education school business and fiscal management topics.

Its primary readership is school district treasurer/CFOs, business managers, transportation directors, and food & nutrition supervisors. All Professional, Retired, & Service Affiliate OASBO members receive the print version, in addition to state legislators, many others involved in the affairs of Ohio's public schools. Associate and Student OASBO Members receive the digital version. Its circulation is approximately 1500 recipients.

Ad Placement:

Advertisements will be sold on a first-come, first-served basis. OASBO is under no obligation to provide premium placement to any advertisers without a prior written agreement. OASBO reserves the right to determine all ad placement in the *SBO Quarterly*.

OASBO reserves the right to reject any advertisement deemed inappropriate for publication in the *SBO Quarterly*, presented as a text-heavy "advertorial," or any advertisement promoting a product/service in direct competition with an OASBO product/service.

Discounts for Multiple Ad Insertions:

OASBO offers a 10% discount for advertisers who commit to all four issues on this contract.

Invoicing and Payment Policy:

All advertisements in the *SBO Quarterly* require prepayment. Please provide payment information with your contract. Invoices are due upon receipt. OASBO reserves the right to withhold ads from being published for any advertiser's non-payment of ad invoices, or for any other outstanding invoice(s) with OASBO.

1 Issue(s)

Please select in which issue(s) you would like your ad to appear:

- Fall – Best Practices (Qtr 1 - Sept 18)
- Winter – HR (Qtr 2 - Dec 18)
- Spring – Advocacy (Qtr 3 - Mar 19)
- Summer – Business Operations (Qtr 4 - June 2019)

Save 10% by purchasing all 4 issues!

2 Size: Please select an ad size.

Size	Member Rate	*Non-member rate
<input type="checkbox"/> Back cover - PREMIUM SPOT!	\$950	\$1872
<input type="checkbox"/> Full page	\$795	\$1360
<input type="checkbox"/> 1/2 page horizontal	\$510	\$1073
<input type="checkbox"/> 1/3 page vertical	\$420	\$972

*Save \$ on your ads! Service Affiliate (vendor) membership is \$550/year.

Ad rates:

3 Ad Authorized by (Print Name):

Title: _____

Email Address: _____ Phone: _____

Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Billing Contact Name: _____ Title: _____

Email address: _____ Phone: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

4 Send this completed form via email to: callie@oasbo-ohio.org (or) Fax to: 614.431.9137

Attn: Callie Wells

Payment Information:

Check (enclosed) VISA MasterCard AMEX Discover

Card Number _____

Expiration _____

Name on Card _____

Cardholder Signature _____

Credit Card Address _____

Total # of ads: _____

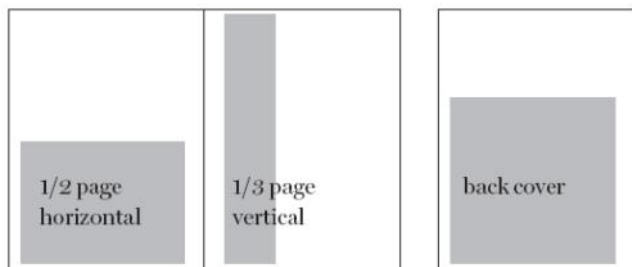
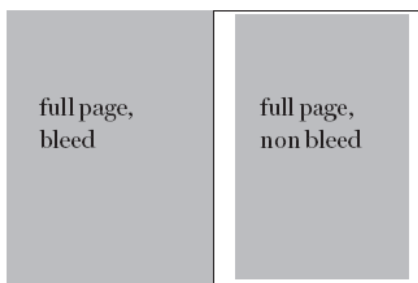
Discount (if applicable): _____

Total Amount Due: \$ _____

Ad Closing Dates

Contracts & Materials Due Deadlines

Fall—Best Practices Issue (Q1-September).....July 20, 2018
 Winter—HR Issue(Q2-December).....Oct. 19, 2018
 Spring—Advocacy Issue (Q3-March)..... Jan. 18, 2019
 Summer—Business Ops Issue (Q4-June).....April 19, 2019



Ad Sizes

Size	Width	x	Depth
Full page (non-bleed)	6.79"	x	10.33"
Full page (bleed)	8.25"	x	11.125"
1/2 page horizontal (non-bleed)	6.79"	x	5.04"
1/3 page vertical (non-bleed)	2.125"	x	10.33"
Back cover (non-bleed)	6.79"	x	6.83"

Design Specs

Mechanical Requirements

Digital data is required for all ad submissions. Size the mechanical to the ad size. Bleed ads require 1/8" runaround, Four color process.

Magazine Page Trim Size: 8.125" x 10.875"

Page Live area: 1/2 inch from trim.

Binding: saddle-stitched.

Printing: sheet-fed, gloss coated stock.

Maximum density for 4 color ads should not exceed 320%.

Materials

File Types: Our preferred format for receipt of digital advertising files is PDF, in the following order: PDF/X-1a in CMYK color mode, Press PDFs.

File Specifications: Size the ad so the page size matches the size of ad. **Do not use trim marks.** PDFs must be set up to ad dimensions (not placed on a bigger page and saved).

Images should be 300 ppi at 100% size. Line art should be 1200 ppi at 100%. Files should be press optimized, converted to CMYK, and have all fonts embedded. Use only OpenType, Type One Postscript fonts. No Truetype. (If you send EPS files, convert fonts to paths, no RGB color, no Pantone color, use CMYK or Grayscale, include support files). Also note, any ad text should be .5 inches in from the edge of the ad. For instructions on creating PDF files for PDF, visit createpdf.adobe.com.

Policies

Publisher will make every effort to provide expected quality. However, no adjustment to space or color charges will be made where material furnished deviates from published specifications. Deviation from these standard guidelines may require additional time or cost, and/or sacrifice reproduction predictability.

Submission Instructions

Email Artwork/PDFs to: callie@oasbo-ohio.org

Questions? Please contact:

Callie Wells at callie@oasbo-ohio.org

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