

## Contract for 2019-2020 School Year

This contract is an agreement between the client named herein and C Magazine. C Magazine agrees to provide advertising services in print. The client agrees to provide an electronic or camera-ready advertisement or the specifications necessary for C Magazine to design an advertisement for the client. The client further agrees to pay C Magazine in full **via check**. C Magazine reserves the right to terminate this contract if the aforementioned conditions are not met by the client. C Magazine further reserves the right to refuse to accept or run ads from anyone for any reason.

The deadline for sending in your ad is typically **two weeks before production ends** (please check with the salesperson for specifics). Exceptions can be arranged by contacting the staff member who is working with you to place your ad in our magazine. The client reserves the right to cancel their ad at any time except after the deadline for their ad. If you do not want to make an ad yourself, we can design one for you. If you would like us to do so, please indicate below.

Ads must be paid for before the publication of each issue unless special arrangements have been made. **Payment must be made via a check made out to Palo Alto High School. All checks should be made out to "Palo Alto High School," not "C Magazine."** Checks should be mailed to **Palo Alto High School, 50 Embarcadero Road., Palo Alto, CA, 94301**. Note that you do not have to pay until we send you an invoice.

Client (business name) \_\_\_\_\_  
Name and title of signatory \_\_\_\_\_  
Business address \_\_\_\_\_  
Business city, State, and Postal Code \_\_\_\_\_  
Best phone number to reach owner or manager \_\_\_\_\_  
Number of issues the ad will run \_\_\_\_\_  
Dates of issues (if known) \_\_\_\_\_  
Ad size (pick from table below) \_\_\_\_\_  
Name of student who sold this ad \_\_\_\_\_  
Email/phone number of student who sold this ad \_\_\_\_\_

Check one:

I will design and scan or send in my own ad \_\_\_\_\_ I would like you to design an ad for me \_\_\_\_\_

Please attach the ad or ad copy to this contract.

Signature of owner or manager placing ad \_\_\_\_\_ Date \_\_\_\_\_  
Email of signatory \_\_\_\_\_

***Thank you for your support of Palo Alto High School journalism!***