



Suburban Newspapers, Inc.

7820 Wyatt Drive, Fort Worth, Texas, 76108

817-246-2473 • <https://www.suburban-newspapers.com>

suburbannews@sbcglobal.net; Office: Monday-Friday 10 a.m. to 1 p.m.

Benbrook News • River Oaks News • White Settlement Bomber News

Ad Design Contract / Advertising Insertion Order

About the Advertiser

Business Name: _____

Contact Name & Phone Number: _____

Email Address for Proof: _____

Best Day(s) & Times to Contact: _____

About the Advertisement - check all that will be included

Camera Ready Ad will be sent via email by Friday at 3 p.m. of the week prior to publication

Ad will be designed by graphic designer at Suburban Newspapers, Inc. and emailed for approval prior to publication

High Resolution Business Logo will be provided via email

Ad Size/Style/Location: _____

Advertising Goals: Increase Brand Awareness for New Customers; Reach Existing Customers; Announce a New Product, service or event

Design Preferences: _____

Publication Schedule: 1 Time on _____

Weekly starting on _____

Bi-Weekly starting on _____

Monthly starting on _____

Other - specific dates _____

Published in: Benbrook News, River Oaks News, White Settlement Bomber News

Payment Terms

All Advertisers that have not established payment history must pay in full prior to first run date.

Quoted Ad Price: _____

Salesperson & Date: _____

Payment Method: Cash Check Visa/Mastercard/Discover/American Express

Credit/Debit Card Number: _____

Expiration Date: _____

Billing Name and Address: _____

Terms

By signing below, you attest that you are authorized to purchase the advertisement on behalf of your company and that you agree to pay for the ad as described above. Designed ads are created in the order submitted. Design requests are honored given available resources, but specific graphics should be provided by the advertiser. Ad proofs must be approved via email by noon on Monday for Thursday publication.

Signature: _____ Date: _____