

## Offline Payment Submission Form: Banner Ads

*Last Revision: 4/13/07*

**Important Notice: This form must be completed according to the applicable instructions for offline payments and included with your check or money order. Refer to MyCatholicSource.com for offline payment instructions. Reminder: By submitting your offline payment you agree to all our terms.**

- \* **Dark Blue Or Black Ink Only**
- \* **Write Legibly!**
- \* **All Fields Are Required Unless Otherwise Indicated**
- \* **Print In Sufficiently Large Letters (No Handwriting)**
- \* **Use Separate Sheet For Each Offline Payment**

**Note: All items subject to change without notice**

**Notice: Checks not paid when first presented subject to minimum \$50.00 fee.**

Submission # You Were Assigned: \_\_\_\_\_ **[REQUIRED!]**

Reminder: Valid submission number is *required*. Do not reuse submission numbers!

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Requested 'Target Cycle' Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is CD-ROM Containing Desired Graphics Included With Your Mailing? (Circle One) YES NO

Reminder: You *must* include a CD-ROM (not returnable!) containing desired graphics for your ad in the applicable size/format along with your payment (unless we are designing your image)

Your Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Permanent E-Mail Address (must be the same e-mail address you used previously):

\_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Reminder: The 'permanent' e-mail address is *required*!

Address: \_\_\_\_\_

City, State: \_\_\_\_\_, \_\_\_\_\_

Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### Payment Information:

**Method of Payment (circle one):** Check / Money Order

**Indicate Check #:** \_\_\_\_\_ **Amount Paid:** \$ \_\_\_\_\_

<b>Processing Fees / Graphics Design Fees (non-refundable):</b>	<b>Amount Paid</b>
- Base Processing Fee/Banner Ad = \$250.00/ea. [min.]	\$ _____
Indicate Desired Page For Banner Ad (circle one): CM DR SS CL TS*	
<small>[CM = Commercial Sections Main Page, DR = MCS Directory Main Page, SS = 'Sales &amp; Specials' Main Page, CL = Classified Ads Main Page, TS = Today's Sponsor. *Reminder: To be eligible for Today's Sponsor (TS), you must have had at least four (4) of your banner ads previously appear (or presently appearing) on our site.]</small>	
- Processing Fee (Advance Ad Renewal Request) = \$225.00/ea. [min.] (max. qty. 3)	+ \$ _____
- Graphics Design Fee (simple text: \$100, or customized: \$175/hr., min. 1 hr.) [when available]	+ \$ _____
- Sales Tax (where applicable) Rate: _____ %	+ \$ _____
<b>Total</b>	<b>= \$ _____</b>

Reminder: Payment of processing fee does *not* assure appearance of ad on site. All items subject to availability. Size of each ad: 392 pixels (wide) x 73 pixels (high). File type: .jpg. File size: not over 7k. No hyperlinks. No flashing / scrolling / animation / etc. Banner ads are not clickable. Placement of ads is not guaranteed, traffic / hits / etc. are not guaranteed, location, ordering of ads is not guaranteed, duration of ad appearance is not guaranteed, availability of ads is not guaranteed. Banner ads may not appear at top of page (they may appear in the middle, at the end, etc.). Ads may be limited / restricted. Materials not returned to sender. Certain items may receive preference. All ads subject to our terms. By submitting your payment, you indicate agreement to all our terms.

***Thank you!***

**Mail completed form along with payment to: Attn: MCS/Offline-BANAD, B.F.S., P.O. Box 4292, Rancho Cucamonga, CA 91729-4292**