

Material Requirements/Format:

All ads must be submitted in digital format. All images must be submitted in JPEG format.

Ad Size	Dimensions
(Horizatontal)	
1/4 page	7 x 2.5"
1/3 page	7 x 3.5"
1/2 page	7 x 5"
Full page	7 x 10"

Liability

The Workplace Violence Prevention eReport nor any of the companies of the National Institute for Prevention of Workplace Violence, Inc. assumes no liability whatsoever, except to the extent of a one-time paid advertisement of the same specification, in the next or similar publication, if any proven or admitted errors or omissions have occurred. By submitting your advertisement to The Workplace Violence Prevention eReport you acknowledge that you, as the Advertiser, will indemnify and hold National Institute for Prevention of Workplace Violence, Inc. and its companies harmless from any suits or claims made against them based upon Advertiser's material. You further acknowledge that advertisements are presented for information and marketing purposes only and the National Institute for Prevention of Workplace Violence, Inc. makes no representations for any products or services that are promoted and accepts no responsibility for any actions or consequences that occur as a result of any purchases from advertisers

Terms

Payment is due the first Friday of the month prior to the edition of the webzine in which advertisement will be published. Once the advertisement description and image have been proofed and approved by the client any revisions to previously approved copy are subject to additional charges. The Advertiser is liable for the billed amount plus any collection fees, costs and finance charges.

Cancellations

All cancellations must be received in writing prior to the advertising publication deadline.

Copy Acceptance

The Workplace Violence Prevention eReport reserves the right to reject, at its option, any advertisement deemed objectionable by its editors in subject matter, text, illustration or composition.

Advertising Deadline

All sponsorship copy required by the second Friday of the month prior to the edition in which clients copy will be displayed.

Advertiser _____
Contact Name _____ **Title** _____
Billing Name (if different from above) _____
Billing Address _____
City, State, Mail Code. Country _____
Phone _____ **Fax** _____
E-mail _____ **Web Site** _____

Placement of Ads:

Please note that advertisement sponsorships are placed based on a first come first served basis.

Contract Terms:

Number of editions _____

Specific months:

	January		May		September
	February		June		October
	March		July		November
	April		August		December

Choice of Sponsorship: Cost of Sponsorship:	
Full Page	\$800 - one edition; \$750 - 3 editions; \$725 - 6 editions
Half Page	\$500 - one edition; \$550 - 3 editions; \$525 - 6 editions
One Third Page	\$400 - one edition; \$350 - 3 editions; \$325 - 6 editions
Quarter Page	\$300 - one edition; \$250 - 3 editions; \$225 - 6 editions

Advertising Charges

Payment in full is due for the time period that you selected to run your ad. The payment is due the first Friday of the month prior to the edition of the ezine in which sponsorship will be published.

Advertising Total \$ _____

Remaining Balance \$ _____

Payment Information

Make check payable to National Institute for Prevention of Workplace Violence, Inc

Send payment to:

National Institute for Prevention of Workplace Violence, Inc

22701 Woodlake lane

Lake Forest, CA 02630

Fax Number: 949-597-0977

Authorization

Execution of this advertising agreement and insertion order requires the signature of a company representative authorized to commit the advertising company resources and indicates that the advertiser has read and agrees to the terms and policies as outlined by PreemploymentDirectory.com.

By _____ **Signature** _____

(Print Name)

Title _____ **Date** _____