

CELEBRITY NEWS MAGAZINE

Celebrity News Magazine
12400 Ventura Blvd. #318
Studio City, CA 91604
Tel. (818)377-9970
www.celebritynewsmagazine.com

Ad Preparation Instructions

If you don't have ad material or have an ad already designed or produced.

Production cost to design and produce ads that are not supplied is:

\$25. for 1/40 .. 1/12 page ads • \$50. for 1/10 - 1/6 page ads

\$75. for 1/4 - 1/2 page ads • \$95. for Full page ads

Revision costs will be based on the amount of changes or normally half the cost of ad prep.

1. Check your receipt for the size of ad you purchased.
2. Take some time to think how you want your ad to look. We will be producing your ad from your design, so be sure that you know how you want your ad to appear. Make sure to allow room for any photos and logos you may want to use.
3. Gather any photos or logos you want to put into the ad. Digital format is better. However, you can send continuous tone hard copies of photos to be scanned. **Note:** photos that have already printed in newspapers or other publications don't reproduce as well. The lose the resolution and quality.
4. Indicate on a separate sheet of paper how you want your photos, logos and copy/text or type arranged.
5. Supply your copy/text or type printed out on a clean white sheet of paper or if in digital format it is better. Make sure you spell check as well as include all the information you want presented in your ad.
We will not change your copy/text or type once the ad has been set, so be sure to get everything laid out, as you want it.
Remember, the more type you have in your ad ,the smaller the words, photos and logos will be.
6. When you have finished creating the ad,simply sign this paper at the bottom and send it back to us with your ad.
YOU MUST SIGN AT THE BOTTOM OF THIS PAGE AND INCLUDE IT WITH YOUR AD OR YOUR AD WILL BE REJECTED BY OUR ART DEPARTMENT, SORRY.

E-mail: You can e-mail your material in digital format to: ads@celebritynewsmagazine.com
Be sure to include attachment of photos and logos in one of the following formats: eps, tiff, jpeg, pdf, psd, tga, or png.
Text in MS word, pdf, or indesign.

If you have ad material and have an ad already designed and produced.

All B&W ads must be in B&W, there will be a fee charged for color to B&W conversion.

If you would like to E-mail your ad to us, then it must be camera-ready.

Acceptable file formats: Photoshop, Illustrator (saved to outlines), Indesign, MS Word, and PDF. Be sure to included fonts.
Include Photos if not flattened in file. If you're creating your ad in Illustrator be sure to save it as "OUTLINES" type and photos.

You **MUST** include your business name, phone number, address and contact person in your E-mail. If you are not sure how to send E-mail, ask. Do not phone in corrections or changes. Once you sign this agreement that you have designed the format of your ad, there will be no changes allowed at that time.

If your ad contains dates for events, each month please submit a new complete ad with the current list of events.

We are not responsible for changing your ad. We will not contact you if you fail to send us a new ad or changes.
Celebrity is not responsible for refunds or monetary charges beyond the amount paid for the ad. If proofs are not refunded within 30 days, ad will run as set.

Client Signature _____ Date _____