



Advertising in the Borough of Seven Fields Newsletter

If you or your business is interested in placing an ad in the Seven Fields Borough Newsletter, please note the following information:

All ads must be ready for duplication in black and white in the dimension desired. Newsletters are mailed to approximately 1225 households and businesses within the Borough of Seven Fields the first week of each month. Ads and payment must be submitted to the Borough Office on or before the 15th of the month, which precedes the desired publication month. If submitting files electronically, please use Microsoft Publisher or Microsoft Word. Total advertising space for each monthly newsletter is limited. As a result, advertising will be accepted on a first come, first served basis (with payment included). Please make checks payable to "Borough of Seven Fields". Send check and ad to Borough Newsletter, Borough of Seven Fields, 2200 Garden Drive, Suite 100, Seven Fields, PA 16046. Please indicate on your check memo the month you wish to have your ad published. Also, please include a contact person and telephone number for questions or problems.

Beginning with the January 2007 newsletter, ads can be paid for and printed quarterly. However, the same ad must be used for all three months of the quarter. The periods will be as follows:

1 st quarter	Jan., Feb. & March paid by Dec. 15 th
2 nd quarter	Apr., May & June paid by March 15 th
3 rd quarter	July, Aug. & Sept. paid by June 15 th
4 th quarter	Oct., Nov. & Dec. paid by Sept. 15 th

PLEASE NOTE: Half page ads **must** run from top down to the middle of the page and **not** the left or right hand side of the page. Ads, which do not strictly conform to the size requirements and/or the exact size for duplication, will no longer be accepted.

If you have further questions, please call the Borough office at (724) 776-3090 or e-mail pwirth@sevenfields.org.

Ad Sizes and Prices:

	Seven Fields <u>Businesses</u>	Non-Seven Fields <u>Businesses</u>
Full Page 8.5" x 11"	\$80.00	\$120.00
Half Page 8.5" x 5.5"	\$60.00	\$ 80.00
Business Card 3.5" x 2"	\$30.00	\$ 40.00

Prices effective March 13, 2006