

**ADVERTISING IN THE  
BOROUGH OF SEVEN FIELDS  
NEWSLETTER**

A hard copy of the Seven Fields Borough Newsletter is available for pick up in the Borough office (Monday to Friday 8:00 a.m. to 5:00 p.m.). The newsletter is also available on the Borough's website, [www.sevenfields.org](http://www.sevenfields.org). If you would like a copy emailed to you, please supply the Borough office (724-776-3090 or [newsletter@sevenfields.org](mailto:newsletter@sevenfields.org)) with your email address.

If you or your business is interested in placing an ad in the newsletter, please note the following information:

- ⊕ Ads and payment must be submitted to the Borough office on or before the 15<sup>th</sup> of the month which precedes the desired publication month.
- ⊕ Ads are accepted in hard copy or electronically and can be black & white or color. All ads must be submitted as you would like them to appear in the newsletter.
- ⊕ If submitting an ad electronically, please email it to [newsletter@sevenfields.org](mailto:newsletter@sevenfields.org) using Microsoft Word or Microsoft Publisher.
- ⊕ Ad sizes and prices:

|                         | <u>Seven Fields<br/>Businesses</u> | <u>Non-Seven Fields<br/>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                               |

- ⊕ Ads can be paid for and printed quarterly. However, the same ad must be used for all three months of the quarter. The schedule is as follows:
  - 1<sup>st</sup> quarter – Jan., Feb., March – payment and ad due December 15<sup>th</sup>
  - 2<sup>nd</sup> quarter – April, May, June – payment and ad due March 15<sup>th</sup>
  - 3<sup>rd</sup> quarter – July, Aug., Sept., - payment and ad due June 15<sup>th</sup>
  - 4<sup>th</sup> quarter – Oct., Nov., Dec. – payment and ad due September 15<sup>th</sup>
- ⊕ If you have further questions, please call the Borough office at 724-776-3090 or email us at [newsletter@sevenfields.org](mailto:newsletter@sevenfields.org).