



Insertion Order

(Please print)

Date _____

Firm Name: _____ Contact Name: _____ Signature: _____

Address: _____ Telephone: _____ E-mail: _____

City: _____ Prov.: _____ Postal Code: _____

This order form authorizes Over the Road to run our advertising in the following issues:

Volume: 20 _____
 Jan Feb Mar Apr May June
 July Aug Sept Oct Nov Dec

Size: 2-page spread Full page 3/4 page
 1/2 page vertical 1/2 page horizontal
 1/4 page vertical 1/4 page horizontal

Position:

Inside front gatefold Inside back gatefold Interior page
 Inside front cover Inside back cover Back cover

Rate:

\$ _____ per issue x _____ issues = \$ _____ + GST (7%) \$ _____ = \$ _____

Ad Materials (Check One)

Enclosed
 To be sent to Over the Road
 Repeat our last ad in your _____ issue. (date)
 To be created by Over the Road

Billing (Check One)

Invoice me directly
 Payment enclosed for \$ _____
 Other: _____

Comments: _____

Any advertising material designed and produced by Over the Road retains all ownership and copyright interests. Copy changes must be received in writing prior to closing. Terms of payment: net 30 days of issue date. 1 1/2% monthly late charge on open balances. Cancellation and changes: Cancellation must be received in writing on or before closing date. In the event of cancellation, the applicable rate for each ad having been run prior to cancellation is per the standard rate schedule.

OTTAWA
 18 Parkglan Drive
 Ottawa, ON K2G 3G9
 Telephone: **(613) 224-9947** or **1-800-416-8712**
 Fax: (613) 224-9947
 E-mail: otr@otr.on.ca

TORONTO
 214 Indian Road, Main Floor
 Toronto, ON M6R 2W6
 Telephone: **(416) 763-5966**
 Fax: (416) 763-6593
 ed@otr.on.ca



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Accepted Materials:

All images and camera ready artwork must be supplied in a high resolution format (300 dpi) eps, pdf, jpg, or tif. A pdf or color laser output is to accompany artwork.

Contract and Conditions:

All advertisements for Over the Road are accepted and published by Over the Road, on the representation that the advertiser and/or advertising agency are authorized to publish the entire contents and subject matter thereof. The advertiser and/or advertising agency will defend, indemnify and hold Over the Road, harmless from and against any loss, expense or other liability resulting from any claims or suits of libel, violation of right of privacy or publicity, plagiarism, copyright or trademark infringement and any other claims or suits that may arise out of publication of such advertisement.

Over the Road, reserves the right to reject or exclude advertising copy which in its opinion is unethical, misleading, unfair, in bad taste, detrimental to the public interest or otherwise inappropriate or incompatible with the character of Over the Road.

Orders are accepted subject to the terms and provisions of our current Advertising Rate Card. Publisher reserves the right to change rates upon notice. Contracts may be cancelled at the time a change in rates becomes effective without incurring a short rate adjustment provided the contact rate has been earned up to the date of cancellation.

Publisher is not liable for delays in delivery and/or non-delivery in the event of Act of God, action by any government or quasi-government entity, fire, flood, insurrection, riot, explosion, embargo, strikes whether legal or illegal, labour or material shortage, transportation interruption of any kind, work slow-down, or any condition beyond the control of the publisher affecting production or delivery in any manner.

If for any reason an acceptable advertisement is not run, the liability of the publisher is limited to running it in the next available issue.

Publisher is not bound by any conditions, printed or otherwise, on any contracts or copy instructions when such conditions conflict with the policies covered by the rate card. Invoices will be sent on the date of issue or next business day. Payment is due at the publisher's office within 30 days of the invoice.