



# Twin Cities Kids' Directory Advertising Agreement

**Natalie Peterson, Publisher**

Twin Cities Kids' Directory LLC • PO Box 136 • Waconia, MN 55387  
 Telephone: 952-442-7076 • Fax: 952-442-7503  
 natalie@tckidsdirectory.com • [www.TCKidsDirectory.com](http://www.TCKidsDirectory.com)

**CONTACT INFORMATION:**

Company Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Cell # \_\_\_\_\_  
 Address \_\_\_\_\_ Fax# \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Website \_\_\_\_\_ Email \_\_\_\_\_  
 Email to send billing if different than main contact email \_\_\_\_\_

**AD SIZE & TERM:**

Ad size:  full pg  3/4 pg  1/2 pg  1/3 pg  1/4 pg  1/6 pg  special section listing  Web only ad  
 Term:  6 months  12 months  Other \_\_\_\_\_  
 Rate: (per month) \_\_\_\_\_ First month ad will run \_\_\_\_\_  
 Other Terms \_\_\_\_\_

**ARTWORK:**

Client provided:  Our design services:

- Ad creation is \$35- \$55 and \$10 to \$30 revision fees apply with each revision.
- Ads created by the TC Kids' Directory remain the property of TC Kids' Directory and cannot be reproduced in any form without the written permission from the TC Kids' Directory along with a \$100.00 usage fee.
- Ad changes and submissions need to be in by the deadline date or your ad will run as is. Advertiser is solely responsible for any photos used in their ads and obtaining photo releases. Ad copy is subject to approval by publisher.
- If you are submitting your own ad you are responsible for it being in the correct format. Files found to have problems will be returned for adjustment and will incur a handling fee or correction fee.

**BILLING INFORMATION AND SIGNATURE:**

- First payment is due with completed ad agreement. Your credit card information is necessary to reserve your space in TC Kids Directory unless you set up a prepayment schedule. We accept all major credit cards. Monthly payments are due on the 12th of each month prior to the ad running. All accounts are set up on an automatic credit card payment schedule if no other form of payment has been received by the 12th of each month.. There is a \$35 fee for a returned check, declined credit card or payment not received by the 20th of the month due, and each month on the 20th thereafter.
- Advertiser is bound by the duration of advertising months stated above. This agreement automatically renews per printing after the initial term. If advertiser opts not to renew this contract past the original time frame marked above a written notice must be provided thirty (30) days prior to the expiration of the contract per date of signed agreement. Advertiser is required to provide payment for the entire duration marked above even if advertiser opts to no longer be in the directory.
- Cancellations after the initial term require a written notice at least 2 weeks in advance of next billing date. All printed ads must be paid in full. Example: June 1st billing for July ad must cancel in writing by May 15th.

Signature for acceptance of this agreement:  
 Name \_\_\_\_\_ Date \_\_\_\_\_

I authorize Twin Cities Kids' Directory LLC to charge this card on the 12th of every month for ad space, and design fees if applicable, on an automatic payment schedule or if no other form of payment has been received by that date. I am the authorized signer of this credit card.

Name as appears on card \_\_\_\_\_  
 Billing Address (if different than above) \_\_\_\_\_  
 Card # \_\_\_\_\_  
 Exp date \_\_\_\_\_ Sec code \_\_\_\_\_  
 Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

**DEADLINES**  
 The Kids Directory is a monthly publication and we print two months at a time. Twelve separate monthly issues . . . with only six deadlines! Listings need to be the same text per printing and ads may change any month.

**Space reservations and ad copy for new ads and changes are due by 8th of each deadline month. Final proofing and client provided ads are due by 12th of each deadline month.**

**MONTHLY ISSUES .....DEADLINES**  
**Jan and Feb issues .....Dec 8-12**  
**Mar and Apr issues .....Feb 8-12**  
**May and June issues..... April 8-12**  
**July and August issues..... June 8-12**  
**Sept and Oct issues .....Aug 8-12**  
**Nov and Dec issues .....Oct 8-12**

Please complete and mail, fax or email. Keep a copy for your records.