Ad Order Form for Student Organizations

Student Organization

Contact Person

Campus Address

Phone number

Account Number

Organization Treasurer’s Signature

Advisors Signature

SFC Treasurer’s Signature

Deadline: 4 p.m. Tuesday before publication. Send to: Wilder Box 90 or the office, Burton Basement, East Wing or fax 775-6733. Include: This sheet of information with authorization signature and account code, any ad copy you wish to have included. Contact: advertisements@oberlinreview.org

Billing: The authorization signature(s) enables the Controller’s office to transfer the TOTAL from the account specified to the Review account (9000-9023-5151-99) upon receipt of this form. The ad manager will deliver the form to the Controllers office after the ad run. Design: The Review will design simple ads free of charge. You may also attach a hard copy of your ad, or send it as an attachment to advertisements@oberlinreview.org. To ensure quality, separate text and images. This form must be completed even if ad copy is e-mailed.

Run Date(s):

For publication dates, see the advertisements page on our website www.oberlinreview.org or ask for a rate card.

Ad Size: _____ columns by _____ inches

Cost:

\[ \text{Discount rate} \times \frac{\text{number of run dates}}{\text{Total}} \]

OR

\[ \text{Columns} \times \frac{\text{Inches}}{\text{number of run dates}} = \text{Total} \]

**Student Organization discount:**

Student organizations, organizations who receive their funding from the Student Finance Committee, are eligible for a 25% discount. Student organizations must include three authorization signatures: treasurer, advisor and SFC Treasurer.

\[ \frac{\text{Total}}{25\% \text{ of total}} = \text{Total} \]

TOTAL:

Other on-campus organizations have a separate form. This form can be downloaded on the advertisement page of our website www.oberlinreview.org