

# Businesses Supporting Schools 2009-10 School Directory Advertising Order Form



CML Schools Foundation  
Together We Can Make a Difference!

**Deadline for Ad Submission: July 15**

**Business Name** \_\_\_\_\_

**Email Address** \_\_\_\_\_

Please choose **one** of the following options for your ad:

- I would like to **repeat last year's ad(s), as is.**
- I would like to **repeat last year's ad(s), but would like you to make the changes as indicated on the attached hard copy of the ad(s). A \$25 editing fee applies.**
- I am providing a **new ad(s)** (*See below for specifications*).

A proof will be emailed to you for your approval. **Please be sure to supply your email address.**

## Ad Specifications

1) All ads must be black and white.

2) Ad Sizes: Please supply a digital file to the appropriate final size. **Circle sponsorship level.**

**Legacy/Premier Business/Business:**

Full Page: 7.5" Tall by 6" Wide

**School Sponsor:**

Two-thirds page: 4.9" Tall by 6" Wide

**Class/BSS Sponsor:**

One-third page horizontal: 2.35" Tall by 6" Wide

One-third page vertical: 4.9" Tall by 2.9" Wide

3) Electronic File Formatting:

Finished ads that require no edits:

- Preferred format is press-ready PDF - 300dpi (high resolution).
- Other accepted files formats are 300dpi (high resolution) JPEG, EPS, or TIFF.

Ads that require edits:

- Please write changes on hard copy and return to **CMLSF at 230 Doherty Drive, Larkspur, CA 94939** along with digital files, if appropriate.
- Acceptable file formats (with all fonts and accompanying files included) are Adobe InDesign, Adobe Illustrator, or Photoshop (QuarkXPress is also accepted, but not preferred).

## Submitting Files

- If under 500K, e-mail to [will@cmlsf.org](mailto:will@cmlsf.org).
- If over 500K, put the file on a CD and mail to **CMLSF at 230 Doherty Drive, Larkspur, CA 94939** OR upload to our FTP server (contact Will McKinley for details: [will@cmlsf.org](mailto:will@cmlsf.org)).

**THANK YOU!**