

Association of Executive and Administrative Professionals  
900 S. Washington St., Suite G-13 • Falls Church, VA 22046  
Phone 703-237-8616 • Fax 703 533-1153 • E-mail [headquarters@theaeap.com](mailto:headquarters@theaeap.com)

## Newsletter Advertising Rates/Information

**Newsletter Description:** Color: two color                      Circulation: 4,000  
Trim Size: 8.5 x 11    Pages: 8

**Newsletter Publication Dates:** Published 9 times a year – July/August,  
September/October and November/December combined issues.

### Advertising Size/Rates:

|              | Ad Size               | Per Issue Rate |
|--------------|-----------------------|----------------|
| Quarter Page | 4 ½" wide x 3 ¼" high | \$275          |
| Eighth Page  | 2 ¼" wide x 3 ¼" high | \$175          |

If you run six or more consecutive ads, a frequency discount of 10% is available.

Please note that Business Affiliates receive a 25-35% discount. This discount cannot be combined with any other.

### Acceptable Formats:

High-resolution (300 dpi or higher) in JPG, TIFF, EPS (Photoshop or Illustrator), or PDF and QuarkXPress, as long as it includes all fonts and graphics used in the ad.

### Terms

1. Articles must be related to the administrative field or their business.
2. Payment in full must accompany each ad..
3. One or Two-color ads are available. The colors change quarterly. Contact publisher for Pantone colors.
4. Position of ad will be determined on a space-available basis by the publisher.
5. Ad copy and payment are due on the 1<sup>st</sup> of the month prior to issue (example: December 1<sup>st</sup> for inclusion in the January issue).
6. E-mail your ad to [headquarters@theaeap.com](mailto:headquarters@theaeap.com). Type "Newsletter Ad" in the subject line.
7. Ad cancellations must be received in writing or by e-mail 30 days prior to the issue in which advertising has been purchased.
8. AEAP reserves the right to decline, accept or withdraw advertisements at its discretion

## Newsletter Advertising Form

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (        ) \_\_\_\_\_

Fax Number: (        ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please select insertion dates:**

Jan   Feb   Mar   Apr   May    Jun    Jul/Aug    Sept/Oct    Nov/Dec

**Please Select Ad Size:**

|              | Ad Size                   | Per Issue Rate |
|--------------|---------------------------|----------------|
| Quarter Page | 4 1/2" wide x 3 1/4" high | \$275          |
| Eighth Page  | 2 1/4" wide x 3 1/4" high | \$175          |

If you run six or more consecutive ads, a frequency discount of 10% is available.  
Business Affiliates receive a 25-35% discount. This discount cannot be combined with any other.

Fee Enclosed: \$ \_\_\_\_\_

**Payment Method:**

- My check is enclosed (Checks must be made payable to AEAP and drawn on a U.S. bank.)  
 Please charge my  VISA  MasterCard  American Express

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Billing Address Zip Code: \_\_\_\_\_

Mail form with check or credit card information to:

AEAP

900 S. Washington St., Ste., G-13

Falls Church, VA 22046

Or Fax with Credit Card Information to: (703) 533-1153