

Parkwood Press Advertisement Orders

Complete this form to submit your advertisement order for the Parkwood Press. Ad orders for the following month must be placed BEFORE the 15th of the month (ex. *Ad orders are due January 15th to be published in the February Parkwood Press*). Printing and delivery is scheduled for the final week/weekend of each month.

Contact us for more details if you have a special request or concern regarding deadlines. If you need assistance submitting this form, please contact the HOA Office at [919-544-2161](tel:919-544-2161) or via email at pa.office@parkwoodnc.org. Thank you!

1. Choose the advertisement size you would like to purchase. Non-profit and religious organizations receive 50% off business and quarter page orders, and 60% off for half and whole page orders. Ad orders can be purchased for up to 3 months in advance. Please submit multiple forms for separate ad orders.

Select only ONE size option (A, B, C, or D). *

A - Business Card Size 3.5" wide by 2" high

Prices:

For Profit Rates:

1 month \$20
3 months \$50
6 months \$100

Non-Profit Rates:

1 month \$10
3 months \$25
6 months \$50

B - Quarter Page Size 3.5" wide by 5" high

Prices:

For Profit Rates:

1 month \$55
3 months \$137.50
6 months \$275

Non-Profit Rates:

1 month \$27.50
3 months \$68.75
6 months \$137.50

C - Half Page Size 7.5" wide by 5" high

Prices:

For Profit Rates:

1 month \$90
3 months \$225
6 months \$450

Non-Profit Rates:

1 month \$36
3 months \$90
6 months \$180

D - Whole Page Size 8" wide by 10.5" high

Prices:

For Profit Rates:

1 month \$150

3 months \$375

6 months \$750

Non-Profit Rates:

1 month \$60

3 months \$150

6 months \$300

- I would like to purchase pre-printed inserts (\$60)

Please select yes or no. *

YES

NO

2. Provide the start and end date (Month and Year) that you would like to run your ad in the Parkwood Press.

Start: *

End:

3. What is the name and address of your business?

Business Name and Address *

4. Contact Number:

Phone *

5. Email Address:

Email *

6. Please email a copy of your ad (using a .pdf, .jpeg, .jpg, or .png file) to pa.office@parkwoodnc.org with the file name and subject format (Business Name_PP Ad Order). Example: Parkwood Association_Ad Order.jpg I understand that my ad order cannot be processed until this step has been completed. *

7. Non-profit organizations, please provide proof of your tax status via email to pa.office@parkwoodnc.org. If this does not apply to your business, please select N/A.

Tax Status Verification *

8. The Parkwood Press reserves the right to modify customer's advertising materials to ensure best print quality.

Acknowledgement *

9. FOR INSERTS: 1100 copies of your ad will be needed. If you are purchasing inserts, please contact pa.office@parkwoodnc.org to verify delivery due date to ensure the inserts are received before the Parkwood Press is distributed.

Acknowledgement *

10. Electronic Signature: I hereby certify that I have purchased an advertisement to be published in the above mentioned issue(s) of the Parkwood Press. I will submit my payment via the Square link provided in my email, or by submitting a check or money order to the HOA Main Office. I understand that my ad order will not be processed until payment has been received.

Electronic Signature *

You will receive an email with a direct link to process your invoice payment via [Square](#), a safe and secure third party point of sale processing system used by our office. If you prefer, please submit payment in person or by mail in the form of a check or money order made payable to

Parkwood Association

1417 Seaton Road
Durham, NC 27713

PPM Engage is a community communication platform provided to your Association by PPM, Inc. in partnership with Enumerate Engage.