

# WANTED: YEARBOOK ADS

**The Cloisters 2011-2012** San Jose Episcopal Day School Yearbook committee is now accepting space reservations for all advertisements. To reserve your advertisement, please fill out the information below indicating the size, payment method, and format that you will be submitting. All reservations must be received no later than **Monday, December 5, 2011** and will be accepted on a space available, first-come, first-served basis. If purchasing multiple advertisements, please submit each on a separate form. Don't delay to ensure space is available! If you would like to reserve a space but do not have your pictures and information for the ad complete, simply complete the form, send it in and indicate at the bottom that you will forward the pictures no later than **Monday, December 5, 2011**. Please contact Erica Kirk at 739-8978 or by email at [kekirk9@hotmail.com](mailto:kekirk9@hotmail.com) with questions. Forms can be returned to the front office.

<b>STUDENT INFO</b>	STUDENT'S NAME	TEACHER	GRADE
	PARENT'S NAME	PARENT'S SIGNATURE	
<b>SIZE OF AD (Check One)</b>	<input type="checkbox"/> FULL PAGE (6 ¾ x 9 ¼ ) <b>\$175.00</b>	<input type="checkbox"/> HALF PAGE (6 ¾ x 4 ½) <b>\$100.00</b>	
	<input type="checkbox"/> QUARTER PAGE (3 3/8 x 4 ½) <b>\$75.00</b>	<input type="checkbox"/> BUSINESS CARD (3 3/8 x 2 1/8) <b>\$50.00</b>	
<b>PAYMENT OPTION</b>	<input type="checkbox"/> I have enclosed a check to cover the cost of my advertisement.	CHECK NO.	AMOUNT
	<input type="checkbox"/> Please bill my account on January 1, 2012 for my advertisement.	ACCOUNT NAME TO BE BILLED*	
<b>*NOTE: Group ads can only be billed to one account, please arrange to collect money from friends in advance.</b>			
<b>MY AD LAYOUT</b>	Advertisements may be submitted in various ways. Please check the following that applies to your needs. <b>All photographs must be submitted in digital format.</b>		
	<input type="checkbox"/> Please format my ad for me.	<input type="checkbox"/> I have included a sketch of the format I wish to be used inside the envelope.	
	<input type="checkbox"/> I have enclosed my ad on a CD saved as a JPEG file.	<input type="checkbox"/> I do not have my information ready to submit. I understand it must be submitted no later than <b>Monday, December 5, 2011.</b>	
<b>ADDITIONAL INFORMATION</b>	Please add any special instructions not included above:		