



2009/2010 FOLIO Classified Ads Order Form

Folio is published every second Friday. All ads and requests to cancel ads must be received in the Office of Public Affairs by 12:00 p.m. Thursday, the week prior to publication. We do not take ads over the phone. All ads must be paid for at the time of their submission. Ad copy may be sent by mail to the address above, by fax to (780) 492-2997 or email debbie.keehn@ualberta.ca.

RATES:

- 65 cents per word
- Minimum charge of \$6.50, no GST
- Payment must be made by cash or cheque. Credit cards are not accepted.
- Make cheque payable to: Folio

Instructions: Enter one word in one space in the Classified Ad Entry Form on next page.

Every word and abbreviation must be counted (no charge for punctuation): A group of figures or initials written together or a telephone number is counted as one word. Examples of word counts are as follows:

Cul-de-sac	1	AB Jones	2	\$800	1
1 ½	1	House sitting	2	11 a.m. – 4 p.m.	2
UofA	1	17 July	2	(780) 492-2323	1
\$100 /month	2	Allen B Jones	3	Two bedroom	2
4x7 feet	3	17 July 1996	3	3000 sq ft	3
Underground	1	13411 – 102 Avenue	3	University of Alberta	3

Examples:

SOUTHWEST STEINHAUER – Fully furnished, upgraded, three bedrooms, two storey sabbatical home. Aug 1, 2005 – July 31, 2006. \$2000/month. Dave 780-555-5555.

21 words @ \$0.65 per word = \$13.65

AVONMORE – 1,280 sq ft bungalow, with 24 x 21 heated detached garage, features large windows, and open design. Close to downtown and UofA. Private corner property is walking distance to schools and parks. Possession date is negotiable. Phone 555-5555.

38 words @ \$0.65 per word = \$24.70



Name: _____

Address: _____ City/Province: _____

Postal Code: _____ Phone: _____

2009/2010 Publication Dates

(check the issue(s) you would like your ad to appear in)

- September 4th
September 18th
October 2nd
October 16th
October 30th
November 13th

- November 27th
December 11th
January 15th
January 29th
February 12th
February 26th

- March 12th
March 26th
April 9th
April 23rd
May 7th
May 21st

- June 4th
June 18th
July 16th
August 13th

CLASSIFICATIONS (Please Check One)

- Accommodations for rent
Accommodations for sale
Accommodations wanted

- Goods for sale
Miscellaneous
Services

Note: Deadline for ad submission is Thursday @ 12:00 p.m. one week before folio publication date.

Classified Ad Entry form (please print):

Table with 5 columns and 12 rows. The last column contains values from 5 to 60 in increments of 5.

_____ words X \$0.65/word = _____ X _____ number of issues = _____ TOTAL

Signature

Date

* PLEASE NOTE: When a refund for an ad is required \$5.00 will be deducted from the refund to cover the \$5.00 service charge needed to process a money order.