



2011/2012 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: _____

2011/2012 Folio Publication Dates

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

- | | | | |
|---|--|-------------------------------------|--|
| <input type="checkbox"/> September 9th | <input type="checkbox"/> December 2nd | <input type="checkbox"/> March 2nd | <input type="checkbox"/> May 25th |
| <input type="checkbox"/> September 23rd | <input type="checkbox"/> December 16th | <input type="checkbox"/> March 16th | <input type="checkbox"/> June 8th |
| <input type="checkbox"/> October 7th | <input type="checkbox"/> January 6th | <input type="checkbox"/> March 30th | <input type="checkbox"/> June 22nd |
| <input type="checkbox"/> October 21st | <input type="checkbox"/> January 20th | <input type="checkbox"/> April 13th | <input type="checkbox"/> July 20 th |
| <input type="checkbox"/> November 4th | <input type="checkbox"/> February 3rd | <input type="checkbox"/> April 27th | <input type="checkbox"/> August 17th |
| <input type="checkbox"/> November 18th | <input type="checkbox"/> February 17th | <input type="checkbox"/> May 11th | |

CLASSIFICATIONS (Please Check One)

- | | |
|--|---|
| <input type="checkbox"/> Accommodations for rent | <input type="checkbox"/> Goods for sale |
| <input type="checkbox"/> Accommodations for sale | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Accommodations wanted | <input type="checkbox"/> Services |

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

Classified Ad Entry form (please print):

				5
				10
				15
				20
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				30
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				40
				45
				50
				55
				60

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

Signature

Date

*** PLEASE NOTE: When a refund for an ad is required \$5.50 will be deducted from the refund to cover the \$5.50 service charge needed to process a money order.**