

# On Top of the World News Advertising Policy Acknowledgement

To be an On Top of the World News advertiser, you must read the policies listed below, sign the form and return it to the OTOW Newsroom.

## POLICIES

1. To reserve a space in any monthly edition, a check should be received no later than the 15<sup>th</sup> of the prior month. However, during our fall/winter season, we may sell out before the 15<sup>th</sup>. No ads will be sold after space sells out.
2. If advertising space remains after the 15<sup>th</sup>, ads will still be accepted, but payment has to be made before the newspaper goes to press. If payment is not received by press time, the ad will be removed from the newspaper.
3. OTOW will email one invoice prior to press time if requested. Every advertiser will receive an invoice and tear sheet of their ad after a newspaper is published. No actual newspapers will be mailed.
4. You may build your own ad and email it to [otow.newsroom@gmail.com](mailto:otow.newsroom@gmail.com) or email the editorial staff with artwork and information and we will build your ad for you at no extra cost. If you build your own ad, please size it to fit our specs. All ads must contain a border, and a local phone number or address. Businesses requiring licenses must include license numbers on their ads.
5. Any private business person, who provides services within a private condo, must first complete a background check form before an ad will be accepted. Background checks are \$75. If the individual passes the background check, he/she then has the option to purchase an ad for \$50. A maximum of 12 private business ads will run per month and will be accepted on a first-paid basis.
6. Returned checks on any ad will incur a \$35 bank fee.
7. A finance charge of 1.5% per month, annual percentage rate of 18%, will be charged on all past due accounts.
8. In the event of a non-payment, the customer agrees to pay all collection costs and attorney fees, in addition to the original billing amount and accrued interest.
9. Companies which are not allowed to advertise in OTOW News include: attorneys, funeral homes, cemeteries, politicians, real estate agents, financial services, dance studios, mobile cosmetic companies, and gaming.
10. On Top of the World News, Clearwater, does not accept credit cards. Payments may be made by check, money order or cashier's check. Make all checks payable to "On Top of the World Press."

I understand that by signing this statement, I acknowledge my acceptance and adherence to the On Top of the World News advertising policies. I further agree to be bound by all the terms and conditions above for a period of twelve (12) month from the date this acknowledgement is signed. All inquiries regarding these policies can be sent to the On Top of the World News editor at [otow.newsroom@gmail.com](mailto:otow.newsroom@gmail.com), or 2069 World Parkway Blvd. E., Clearwater, Fl., 33763, attention Newsroom Editor. Inquiries may also be made by phone: (727) 799-3216.

Acknowledgement, agreed, and signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_ of \_\_\_\_\_.  
(your name) (name of business)

This contract expires after twelve (12) months and must be renewed before any new advertising can be accepted.