

AJA Outlook Insertion Order Form

For complete information on rates, deadlines, and instructions, please see the current AJA Outlook Advertising Rate Card or www.ajaonline.org/advertise.

Please complete the relevant fields, save the file, and email to karina@archaeology.org.

Advertiser Information

Advertiser	Insertion Order# (if applicable)	
Contact Person	Bill To	
Phone/Fax	Email	
Billing Address		
City	State	Zip

Checking this box indicates acceptance of Terms and Policies (below).

Date

Advertising Type

Commercial

Academic

Issue/s (and year)

Jan. _____

Apr. _____

July _____

Oct. _____

Ad Size

Full page (4.5 x 7.5 in)

Half page (4.5 x 3.65 in)

Quarter page (2.1637 x 3.65 in)

Send this form to:

Karina Casines, Account Manager

Tel: 718-472-3050 ext. 4905

Fax: 718-472-3051

karina@archaeology.org

Terms and Policies

- The American Journal of Archaeology and Outlook are published in January, April, July, and October each year. Outlook is published only in print.
- Advertisers and advertising agencies are bound by rates outlined in the current AJA Outlook Advertising Rate Card and on the AJA website at www.ajaonline.org/advertise.
- Advertisement and announcement space in Outlook must be reserved at least six weeks prior to the 1st of publication months.
- Final copy must arrive via email no later than five weeks prior to the 1st of publication months.
- Cancellations must be received in writing five weeks prior to the 1st of publication months. Failure to provide artwork/copy by the deadline will result in reservation cancellation. In such cases, the AIA reserves the right to assess a cancellation fee.
- This contract constitutes acknowledgment of your order.
- Insertion orders must include an acceptance of the Terms and Policies.
- All advertising material becomes the property of the AIA. Artwork will not be returned.
- Advertisers contracting for multiple issues must do so in advance. The discount will not be applied retroactively.
- Payment in full is due 30 days from invoice date. All payment must be in U.S. dollars drawn on a U.S. bank. Failure by an advertising agency to pay within that time limit will disqualify agency from the 15% commission.
- The AIA reserves the right to withhold any advertising for any account with an outstanding invoice beyond 90 days.
- The AIA reserves the right to unilaterally reject, omit, or cancel advertising that it feels is not in keeping with AIA vendor policy. All advertising must be for products or services that support research, publishing, or teaching activities of persons engaged in the study of archaeology. Advertising for the sale of antiquities is strictly prohibited.

Updated 1 September 2011