



Oregon Episcopal School  
 6300 SW Nicol Road  
 Portland, Oregon 97223  
 Tel (503) 768-3156 Fax (503) 768-3192

# Auction Catalog Advertisement Request Form

Advertiser

Authorized by *(Please Print)*

Contact

Phone

Email

Address

**First, please reserve space and confirm billing information by contacting:**

OES Auction Office  
 Tel 503.768.3156  
 Fax 503.768.3192  
[auction@oes.edu](mailto:auction@oes.edu)

**FOR OFFICE USE ONLY**

|           |           |
|-----------|-----------|
| _____ AP  | _____ #   |
| _____ THX | _____ PD  |
| _____ BLD | _____ ART |

Then, please submit camera ready art by **February 2, 2012**

- All ads (except cover and divider tab ads) are black and white.
- Electronic files are preferred; however we can accept camera-ready hard copies.
- Our preferred format is PDF. Fonts and graphics must be embedded.
- Acceptable file formats are: PDF, EPS, TIFF, JPG: (at 300 dpi).
- Please do not send Word or Power Point documents.
- Acceptable applications are: Acrobat, Quark, Xpress (Mac), Illustrator, InDesign(Mac), Photoshop
- Email final digital files of ads to [auction@oes.edu](mailto:auction@oes.edu)

**Ad sizes and rates:**

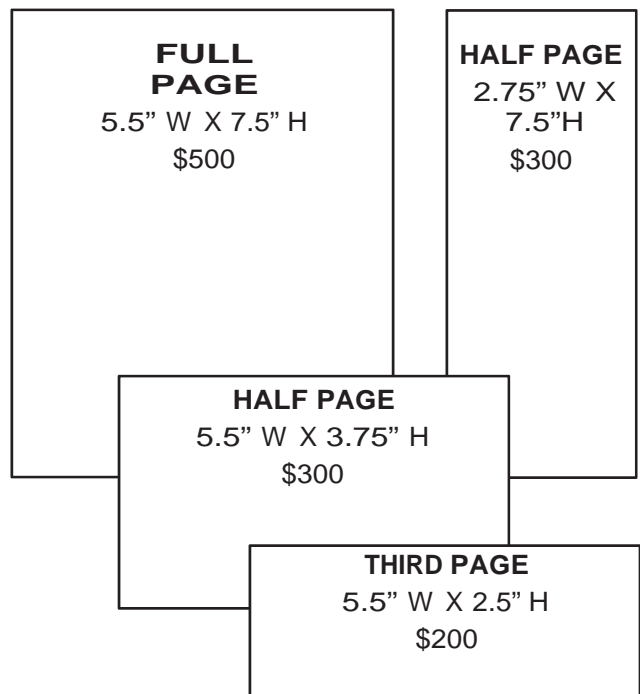
- Outside Back Cover (color): 5.75" W x 7.5" H \$1,000
- Inside Front/Back Cover (color): 5.75" W x 7.5" H \$750
- Divider Tab Full Page (color): 5.5" W x 7.5" H \$650
- Full Page: 5.5" W x 7.5" H \$500
- Half Page Horizontal: 5.5" W x 3.75" H \$300
- Half Page Vertical: 2.75" W x 7.5" H \$300
- Third Page: 5.5" W x 2.5" H \$200

**Deadline for camera ready electronic files: February 2, 2012.**

**Billing Arrangements**

- Please bill me.
- Enclosed is my check payable to **Oregon Episcopal School.**

Mail check to: Oregon Episcopal School  
 Attention: OES Auction  
 6300 SW Nicol Road  
 Portland, OR 97223



Signature

Date