

PLEASE READ THE FOLLOWING BEFORE FILLING OUT THE FORMS

1. **BE PROMPT:** Make sure you send your payment in with the membership/or ad application A.S.A.P to alleviate delays. The address is on the bottom of both forms.
2. **BE ACCURATE:** Complete the “MEMBERSHIP” and/or “AD” form. Please **TYPE or PRINT ONLY**. Proof: names, titles, addresses and phone numbers. Indicate if **mailing is to be sent to your home**.
3. **REGARDING ADS:** Black and Whites only. Production cannot be done from a fax copy. Dimensions are important. **FOR ADS PLEASE CHECK SHEET WITH SIZES OF ADS. AD MUST FIT WITHIN RULED LINES OF THE ONE YOU ARE GOING TO USE.** If you are sending ad via email, make sure it is a **tiff file or pdf** and that it is the size of ad you want. **Please do not FOLD or STAPLE hard copy ad to be used in the Directory.**
 - a. ¼ page = 2-7/16" x 3-15/16" or 4-7/8" x 2"
 - b. ½ page = 4-7/8" x 3-15/16"
 - c. ¾ page = 4-7/8" x 5-7/8"
 - d. Full page = 4-7/8" x 7-7/8"

Thank you for your cooperation.