



AD DESIGN FORM For Direct Mailer

WE WILL NEED YOU TO FILL OUT THIS FORM AND FAX TO
CHART PUBLISHING AT 316.361.7175

Use this area to write down or sketch ideas for the ad, or for any special instructions

AD SIZE (circle one)

- Full Page
- Half Page Vertical
- 1/2 Page Horizontal
- 1/4 Page

• Coupon

In order to build your ad, we will need the following information emailed to production@chartpublishing.com

- Logo(s) saved at 300 dpi
- Photo(s) saved at 300dpi
- Ad copy saved in a Word document
- Any special instructions

If your information is too large for email, contact us at 316.773.5788 Ext. 101 for instructions on file submission utilizing our FTP site.

It is imperative that you follow ALL of these steps in order for us to build your ad. We will email you a PDF of your ad for approval as soon as our graphic design team completes it.

CHART Publishing will accept images on CD. Please save all images at 300 dpi as either tif, jpg, or pdf files. Save all color files as CMYK.

CHART PUBLISHING

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