

**MUST BE PAID IN ADVANCE • MUST BE PAID IN ADVANCE • MUST BE PAID IN ADVANCE • MUST BE PAID IN ADVANCE**

Line(s)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**Instructions**

Visit <http://www.poly.rpi.edu/classified.pdf> for a digital copy of this form. Write the text of your ad in the spaces above. Each line has a 40 character limit and words cannot continue across lines. If you would like any words printed in **boldface**, circle them. If more than eight lines are needed, please fill out and attach an additional form. Select a category, specify the dates you would like the ad to run, and calculate the total cost of your ad using the table given. Provide your contact information below. This ad must be paid for in advance; please mail a check or provide credit card information. Visit <http://poly.rpi.edu/rates.pdf> for a complete list of our policies and restrictions. Please call (518) 276-6770 or e-mail [cncp@poly.rpi.edu](mailto:cncp@poly.rpi.edu) with any questions.

**Cost of Ad**

Basic Classified	\$5.00
If more than three (3) lines, add \$1.50 for <i>each</i> additional line.	+
Add \$.50 for each bold word	+

SUBTOTAL (add first three (3) lines)	=
Frequency Discount (if applicable)	- %

Discounted Subtotal (if applicable)	=
-------------------------------------	---

Number of Issues Ad Will Run In	×
---------------------------------	---

Grand Total (multiply number of issues by subtotal, or subtotal after discount if appropriate)	=
--	---

**COST NOT FINAL UNTIL CHECKED BY POLY STAFF**

**Ad Run Dates** (circle appropriate dates)

7/14	8/27	9/3	9/10	9/17	9/24
10/1	10/8	10/15	10/22	10/29	11/5
11/12	11/19	12/3	1/14	1/21	1/28
2/4	2/11	2/18	2/25	3/4	3/18
3/25	4/1	4/8	4/15	4/22	4/29
Fall Semester	Spring Semester	Full Year			

All ads and corrections are due by 5 pm on the Friday prior to publication.

**Contact Information** (not for publication)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Ad Category** (circle one)

- |                    |               |
|--------------------|---------------|
| Apartment for Rent | Help Wanted   |
| For Sale           | Wanted        |
| Services           | Miscellaneous |

**Rates**

First 3 lines of text.....	\$5.00
Each additional line.....	\$1.50
Bold emphasis.....	\$.50/word/issue

**Frequency Discounts**

Number of issues.....	Discount
4-7 .....	10%
8-14 .....	20%
15+.....	30%

**For Payment:**

<u>Mail</u> The Polytechnic Rensselaer Union 110 8th Street Troy, NY 12180-3590	<u>Call</u> (518) 276-6770 <u>Fax</u> (518) 276-8728
---	---