



Space Insertion Order Form for Advertisements in ALC publications for 2011

Name of Institution: _____

Contact Person: _____

Title: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

◆ REGULAR DISPLAY ADVERTISEMENTS ◆

Please check publication.	Ad Deadline	Publication Date	Regular Display Ad Size	Artwork (AW)"I would like..."
Study Abroad Guides				
<input type="checkbox"/> Guide to Secondary Schools 2012	May 31, 2011	August 20 2011	<input type="checkbox"/> 1p color <input type="checkbox"/> 1p b/w <input type="checkbox"/> 1/2 p b/w	<input type="checkbox"/> ALC to produce new AW <input type="checkbox"/> To repeat previously used AW <input type="checkbox"/> To send as finished film <input type="checkbox"/> To repeat w/ minor change
<input type="checkbox"/> Guide to Colleges & Universities 2012	July 29, 2011	October 20, 2011	<input type="checkbox"/> 1p color <input type="checkbox"/> 1p b/w <input type="checkbox"/> 1/2 p b/w	<input type="checkbox"/> ALC to produce new AW <input type="checkbox"/> To repeat previously used AW <input type="checkbox"/> To send as finished film <input type="checkbox"/> To repeat w/ minor change
ALC's Other Publications in 2011				
<input type="checkbox"/> Fast Track Guide to Business Translation 2013	Nov. 30 2011	Jan. 15 2012	<input type="checkbox"/> 1p color <input type="checkbox"/> 1p b/w <input type="checkbox"/> 1/2 p b/w	<input type="checkbox"/> ALC to produce new AW <input type="checkbox"/> To repeat previously used AW <input type="checkbox"/> To send as finished film <input type="checkbox"/> To repeat w/ minor change
<input type="checkbox"/> Monthly Nihongo [] issue	One and a half months prior to the publication date	The 9 th of every month	<input type="checkbox"/> 1p color <input type="checkbox"/> 1p b/w <input type="checkbox"/> 1/2 p b/w <input type="checkbox"/> 1/4p b/w	<input type="checkbox"/> ALC to produce new AW <input type="checkbox"/> To repeat previously used AW <input type="checkbox"/> To send as finished film <input type="checkbox"/> To repeat w/ minor change
<input type="checkbox"/> English Journal [] issue			<input type="checkbox"/> 1p color <input type="checkbox"/> 1p b/w <input type="checkbox"/> 1/2 p b/w <input type="checkbox"/> 1/4p b/w	<input type="checkbox"/> ALC to produce new AW <input type="checkbox"/> To repeat previously used AW <input type="checkbox"/> To send as finished film <input type="checkbox"/> To repeat w/ minor change
<input type="checkbox"/> Chinese Journal [] issue			<input type="checkbox"/> 1p color <input type="checkbox"/> 1p b/w <input type="checkbox"/> 1/2 p b/w <input type="checkbox"/> 1/4p b/w	<input type="checkbox"/> ALC to produce new AW <input type="checkbox"/> To repeat previously used AW <input type="checkbox"/> To send as finished film <input type="checkbox"/> To repeat w/ minor change

◆ Payment Information ◆

Payment is due 60 days from date of invoice. First-time advertisers must prepay 45 days prior to the date of publication. No orders will be accepted without proper signature(s). Cancellations must be made in writing 45 days prior to date of publication. This form, when completed and received by us, shall constitute a contract between the Client and ALC PRESS Inc. This contract shall be governed by and construed in accordance with the laws of Japan.

I have read the above conditions and agree to abide by them. Please invoice us for:

Regular advertisement fee: _____ Authorized by: _____

Production fee: _____ P.O.# _____

TOTAL: _____ Signature: _____

Date: _____

To reserve your space, simply fax this form to ALC PRESS in Tokyo at
+81-3-3323-1220