



Digital Advertising Insertion Order

Company Information

Company Name

Contact Name/Title

Address

City, State, Zip

Phone Fax Email

Advertising Agency (if applicable)

Agency Name

Contact Name/Title

Address

City, State, Zip

Phone Fax Email

_____ Authorized Signature	_____ Date
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Payment Method

Send Invoice to: Company Advertising Agency

Enclosed is check # _____ (Payable to AANEM in US Dollars)

Credit card: Mastercard Visa Am Express Discover

_____ / _____

Credit Card # Exp. Date Security Code

Name & Address of Card Holder:

Authorized Signature Date

Return completed form and payment to:
 AANEM
 2621 Superior Drive NW
 Rochester, MN 55901

Email to: corporate@aanem.org
 Or fax: 507.288.1225

Advertising Contact: Shelly Jones, Director of Corporate Relations & Foundation
 Phone: 507.288.0100 | Email: corporate@aanem.org

Website

Website ad run dates: _____ to _____

Per Month Pricing

- Premium Placement: Home Page: \$2,000
- Premium Placement: Interior Page: \$1,000
- Bottom Placement: Entire Site: \$5,000
- Bottom Placement: Designated Section: \$3,000
- Bottom Placement: Home Page: \$1,000
- Bottom Placement: Interior Page: \$500

Details & Deadlines: [ADVERTISING KIT](#)

Spark - Digital Newsletter

\$500/issue x _____ issue =
 \$ _____

Insertion
 Date(s): _____

Details & Deadlines: [ADVERTISING KIT](#)

Total Amount Due: \$ _____

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US and NON US Publication: Advertisers is notified that Publisher publishes its print, web, and email material to both US and Non US physicians and other health care collaborators. Emailed material can be sent to US only upon request.

Payment Terms: Pre-payment of all advertising is required. All invoices are due net thirty (30) days after invoicing. If payment is not received prior to publishing the advertisement, the Publisher can refuse to publish the advertisement. Should any invoice become past due, Advertiser agrees to pay the costs of collection, if incurred, together with interest at a monthly rate of the lesser of 1.5% or the greatest amount permitted by applicable law. Should any portion of an invoice be disputed, Advertiser agrees to pay the undisputed portion according to its terms pending resolution of the dispute. In addition to all other remedies, Publisher may suspend its performance if any payment is past due. Suspension will not relieve Advertiser of its obligation to pay in full. Advertiser will be short-rated if the number of insertions upon which specified rates are based are not used. All billing is based on actual impressions, insertions or leads delivered, as applicable, as determined by Publisher. Publisher will have no obligation to deliver any “make good” advertisings and Publisher will invoice, and Advertiser will pay, for impressions actually delivered based on the contracted rate and without regard to any short rate.

Cancellations/Late Creative Unless otherwise set forth on the Insertion Order, Advertiser may not cancel any advertising purchased hereunder unless expressly permitted in writing by Publisher. No changes shall be effective unless in writing and signed by both Parties. Advertiser is responsible for delivering advertising materials on time as provided on the Insertion Order or otherwise specified by Publisher. Advertising materials will not be deemed delivered unless in a format specified or otherwise approved by Publisher. In the event advertising materials are late, Advertiser is still responsible for the media purchased pursuant to the Order Form.

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Publisher may change the layout and specifications of its websites, newsletters and other media without notice.

Miscellaneous No terms or conditions other than those set forth in this Insertion Order shall be binding on Publisher unless expressly agreed to in writing by Publisher. All insertions, revisions, optimizations or cancellations hereunder must be delivered in writing. A copy of any notice to Publisher regarding the breach, modification or interpretation hereof shall be delivered by courier or certified mail to: AANEM 2621 Superior Dr NW Rochester MN 55901. This Insertion Order, (i) shall be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to principles of conflicts law; (ii) may be amended only by written agreement executed by an authorized representative of each party; and (iii) constitutes the complete and entire expression of the agreement between the parties, and shall supersede any and all other agreements, whether written or oral, between the parties, with respect to the subject matter hereof.

Deadlines: (to be completed after insertion order received)

Signed

Shelly Jones, AANEM

Date

Advertiser

Date