

HOW TO PLACE AN AD OR MEMORIAL IN BARKS

Ads are due **BY** the due dates as indicated on the first page of each BARKS issue – not after. No exceptions will be made.

Please email all ads to Amy Woodman personally (skylinebullies@aol.com); you do not need to also send a hard copy.

Ads will be accepted in the following formats:
Standard word processing software such as Microsoft Word,
Or Microsoft Publisher,
Or as an Adobe PDF,
Or in the body of an email.
BARKS will no longer accept handwritten ads.

Please ensure the following before emailing your ad: your PAGE (not margins) are set to 6" x 9" with a top, left and right margin of 0.5" and a bottom margin of 0.75". Remove all hyperlinks; change any elements (logos, text, photos, etc.) that are in color to black or white, and perform spell-check. Correctly formatted blank templates in MS Word and MS Publisher are available for anyone who would like them; please email Amy Woodman and she will forward them to you.

Photos may be inserted in ad or sent as a separate attachment with any instructions for cropping or adjustment. You may send photo by mail if you do not have access to a scanner. All emailed photos must be at least 300 DPI, or higher if photo is to be significantly cropped. Label all graphics with your name and address and send a SASE for items you want returned.

If you do not have access to a computer, or would like a logo designed or something unusual done with your ad, Irene Morden can do graphic design and ad layout. Please contact her directly for pricing.

Payment for ads are to be sent directly to Amy Woodman, and must accompany the ad and/or be received **BY** due date. No Payment – No Ad. You may pay by check, money order or credit card, payable in U.S. funds to the BTCA, Inc. If paying by credit card, please email Name on Card – Card Number – Expiration Date in multiple emails for security purposes. NOTE: Only Visa and MasterCard are accepted and a 3% finance fee will be added to all credit card payments. Cost of ads is indicated on the first page of each BARKS issue.

Feel free to contact the BARKS Advertising Editor by email with any questions:

skylinebullies@aol.com - or -
Amy Woodman, BARKS Advertising Editor
83 Wilder Road
Bolton, MA 01740

Thank you!