

Call us for an "email-able" version of this form.



Office use:

Date Rec'd:
Issue:
Runs thru:

Congregational Announcement Form

Instructions: Please *type* your ad copy or *print legibly*. Attach an additional page if necessary. *Payment is required to place order.* Congregational announcements cost \$75.00 per issue for a maximum of 50 words, this includes both headline and ad copy. Please count your words carefully to be sure that your announcement does not exceed 50 words. An *MS Word* version of this form is available on request to complete on your computer screen. Click or tab to each shaded entry field. To submit by email, save it with a **new file name** and return it to us as an email attachment.

Congregation name: _____

Contact person: _____

Phone: () - _____ Cell: () - _____

E-mail: _____

Billing address: _____

City: _____ State: _____ Zip: _____ - _____

ANNOUNCEMENT SCHEDULE:

Check	UU WORLD Issue	Submission Deadline	Approx. Mail Date
<input type="checkbox"/>	Spring	December 15	February 15
<input type="checkbox"/>	Summer	March 15	May 15
<input type="checkbox"/>	Fall	June 15	August 15
<input type="checkbox"/>	Winter	September 1	November 1

HEADLINE Text may not exceed 1 line in the ad (30 characters incl. spaces). Headline will be edited if necessary:

REMAINDER OF CONGREGATIONAL ANNOUNCEMENT COPY: Please *TYPE* your ad copy or *PRINT LEGIBLY*. Attach an additional page if necessary.

FORM OF PAYMENT

<input type="checkbox"/>	Check (<i>made payable to "UU World"</i>)
<input type="checkbox"/>	Visa Name as it appears on the card: _____
<input type="checkbox"/>	MasterCard Card number*: _____ - _____ - _____ Exp. date: _____ / _____

**Credit card number may be phoned in if preferred.*

Office Use: PAID: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter	Word count: <input style="width: 50px;" type="text"/>
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