HARVARD 376 CONGRATULATORY MESSAGES AND SPONSORSHIPS

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Please write legibly! Harvard Yearbook Publications, Inc. is not responsible for errors due to unclear handwriting.

I would like to honor my senior by becoming a

- ❑ John Harvard Patron *(Full Page Color Ad)* – $1,600
  1 embossed book + 1 complimentary book, free shipping for both books
- ❑ Crimson Patron *(Half Page Black and White Ad)* – $800
  1 embossed book, free shipping for one book
- ❑ Platinum Patron *(Quarter Page Black and White Ad)* – $500
  1 embossed book, free shipping for one book
- ❑ Silver Patron *(Eighth Page Black and White Ad)* – $300
  1 embossed book, free shipping for one book
- ❑ Brattle Street Sponsor – $170
  1 embossed book, free shipping for one book

❑ As a Patron or Sponsor, I/we have written below my/our name(s) as I/we would like them to appear on the donor pages of the book, as well as the name we would like on our receipt for tax purposes:

Donor name(s): _____

_____

Name on receipt: _____

❑ As a Patron, I've enclosed my congratulatory message with all materials as required. My submission follows the guidelines below

All donations tax-deductible. Our EIN is 04-6042150

DEADLINE FOR RECEIPT OF SUBMISSIONS

Color ads (for John Harvard patrons) must ARRIVE by **OCTOBER 28, 2011**. Black and white ads must ARRIVE by **NOVEMBER 23, 2011**. Send this form and all materials to the address above.

SUBMISSION GUIDELINES

On a separate sheet of paper, clearly write your message and a rough sketch of your layout. You may also send your layout and photos by CD. Our design team will replicate your sketch. If no sketch is submitted, the staff will create a layout using the text and photos provided. Only original pictures (no photo copies or ink jet images) can be accepted. There is no need to cut your photographs. If you indicate which portion of the photograph you would like to include, our staff can crop the photograph to that specification. Also, please ensure that your digital photos (if you are submitting by CD or email) are of high quality. A good guideline to follow is that ***files must be at least 300 DPI or 1 MB.***

Your original photos can be returned to you AFTER publication, as long as you provide a self-addressed and stamped envelope, and each image has a return label on the back of the photograph with name and address written clearly.

PROOFING, LATE, AND CANCELLATION POLICIES

❑ By checking this box, I am indicating that I would like to view proofs of my design, and that I can be contacted using the information provided below. I understand that if Harvard Yearbook Publications is unable to contact me, they are not liable for unsatisfactory ads.

❑ By checking this box, I am indicating that I understand that materials received after the deadline will be included only on a case-by-case basis, and may be rejected according to space limitations. Furthermore, I will be subjected to a late fee.

❑ By checking this box, I am indicating that I understand that any ad cancellations must be made before **11:59 PM EST on JANUARY 15, 2012** by e-mail to inquiries@harvardyearbook.com. I understand that no exceptions will be made to this condition.

Please check all three boxes above before submitting this order form. Failure to do so may result in the delay or exclusion of your ad.

EMBOSSING

❑ *As a Patron or Sponsor, I/we have marked below the name I/we would like embossed on the cover of the complimentary yearbook **at no additional charge.**

I have indicated which letters should be upper- or lower-case, and have included apostrophes if necessary. (Max 27 characters, including spaces)

****To purchase additional copies of the book, please fill out the other order form included in this packet****

Student Name _____ E-mail: _____ (@fas / @college)

Parent Name(s) _____ E-mail & Phone (Both Required): _____

Shipping Address _____

City _____ State _____ Zip _____ Phone _____

❑ **I would like to pay by CREDIT CARD:**

Number: __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __ **Expiration:** __ __ / 20 __ __

❑ **I would like to pay by CHECK:**

Check #: _____ **Check Date** _____

I authorize payment in the amount of $ __ __ __ __ . __ __ to "Harvard Yearbook Publications."

SIGNATURE: _____

Thank you for your order. Congratulations on your student's upcoming graduation from Harvard College!

Questions? Consult our webpage at www. harvardyearbook.com

Still confused? E-mail us at ads@harvardyearbook.com ***or call*** 617.499.9922