



BILLING/PAYMENT POLICY & ACCOUNT INFORMATION

PRIOR TO PUBLICATION OF AN AD, all advertisers must fill out this secure form completely, **including credit card information**, scan and return via email to the address below. The information will only be used by The Sopris Sun and its billing department. Existing advertisers will be asked to update this form periodically. Please notify us if any of the information changes.

Business name: _____

Ad/design contact: _____

Bus. phone: _____ **Bus. email:** _____

Billing contact: _____

Billing contact phone: _____

Billing address: _____

Billing city, state and zip: _____

Email address for invoices: _____

VISA/MC/AMEX number: _____

Expiration date: _____ **Billing zip code for credit card:** _____

Deadline to submit this form: Tuesday by noon for Thursday publication.

I agree to pay for all ad placements in The Sopris Sun, and I authorize The Sopris Sun to charge the credit card above.

Signed: _____ Date: _____

Submission of this form by email is considered an authorization, whether signed or not.

Billing preference:

Please charge the credit card listed above for all invoices.

I will mail a check for the invoiced amount. I understand that any balances unpaid 30 or more days from the date of publication will automatically be charged to the credit card above.

Anytime we charge your credit card, we will send a notification to the **billing email address** above as a receipt.

Email completed form to:

Carol Fabian, Advertising Manager at adsales@soprisun.com or call **970-510-0246** with questions.

Thank you!