

PENN APPÉTIT

3805 Locust Walk | Philadelphia, PA 19104
pennappetit@gmail.com | www.pennappetit.com

ADVERTISING PROCEDURE

The following details how you should go about securing your advertisement for the Spring 2009 issue of Penn Appétit:

1. **Meet with a Penn Appétit representative**, either in person or on the phone, to discuss your advertising options.
2. **Decide what size advertisement** you would like to purchase.
3. **If you need an invoice, email us to request one.** In this email, be sure to include your company's name and the size of your advertisement.
4. **Write a check**, made out to Trustees of the University of Pennsylvania, for the non-refundable advertising amount in full. You can hand this check to the Penn Appétit representative or mail it to us. Penn Appétit will confirm that we have received your check. **Payment is due on Tuesday, March 17.**
5. **Send in your advertisement**, by email or regular mail. If you need specific information about how to send an electronic file, please email us. **Your advertisement is due by Tuesday, March 17.**
6. **If Penn Appétit notifies you that there is a problem with your advertisement, please fix it in a timely manner.** Problems can include: incompatible or low-resolution file; incorrect sizing; inappropriate or misspelled content. Penn Appétit will notify you if there is a problem, but if you do not fix the advertisement in time for publication then we reserve the right to not run it.

Contact Information

Mailing Address:

Kelly Writers House
c/o Penn Appétit
3805 Locust Walk
Philadelphia, PA 19104

Email Address:

pennappetit@gmail.com

Penn Appétit Representative _____

Email Address _____