

Submitting your display ad

USE OUR UPLOAD SERVER

For submitting all files directly to production. (See below, Acceptable File Formats include)
http://ads.scheinmedia.net. Your materials are placed onto our server instantly.
No more lost attachments!

STEP 1.

Using your web browser, go to **ads.scheinmedia.net**
Enter your contact information, as well as any special instructions regarding your ad.

STEP 2.

Click the **Add** button, and choose the file you wish to upload. You can submit as many files as necessary.
Now press the **Upload** button.

STEP 3.

DONE! You should see a list of all the information and files that you just sent to us. If it's on that list, we have it, and we will send you a proof of your ad in 2-3 days.

ACCEPTABLE FILE FORMATS

AD GRAPHICS*:

Submitted as Adobe PDF, EPS, TIFF/JPG files.
Do not send in original Application files
(InDesign, QuarkExpress, Photoshop, Illustrator or MS Word).
Camera-Ready Ad Files: Ad must be designed to the specific dimensions of the scheduled ad size.

AD COPY*:

Submitted within the Ad Copy section of the Upload Server [Step 1], or added as a MS Word file [Step 2].
Do NOT include images within the MS Word document—send images as separate files.

* Ads that are to be designed by our design department are subject to charges. See Design Fee Schedule for details.

E-Mail

Production will also accept your Ad Files sent directly via E-mail to **ads@housemedianetwork.com**
Include your company name in the Subject line of the email and note any specific instructions.
(See below, Acceptable File Formats include)

SNAIL MAIL

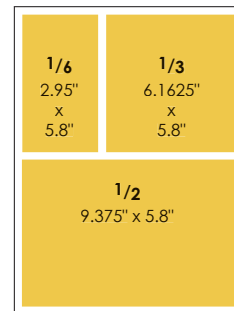
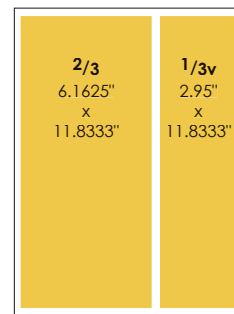
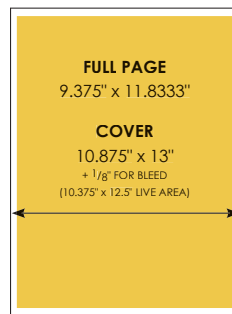
Send CDs or photographs to our office located at:
ScheinMedia 233 Fair Street - Kingston, NY 12401
Attn: Production Department

ACCEPTABLE AD MATERIALS

Adobe PDF (Saved as pdf/x-1a or press quality) EPS, TIFF/JPG
(Minimum 300dpi at 100% of final print size) Microsoft Word, for copy only, please do not send copy in ALL CAPS.

UNACCEPTABLE AD MATERIALS

Adobe Pagemaker, Quark, Microsoft Publisher, Powerpoint, or Works.



POLICIES AND PROCEDURES

Publisher reserves the right to charge the Advertiser for the cost of unforeseen production work at a rate of \$25 per hour, billable in fifteen-minute increments. Please see the Schein Media Fee Schedule for more information. Advertiser owns or controls all intellectual property rights to the advertisement and agrees to indemnify and to hold Schein Media, its agents and assigns, harmless from all liabilities, claims, losses, or damage of any kind arising out of the publication of any advertising submitted to Schein Media on behalf of the Advertiser. Contents of all advertisements are subject to the Publisher's approval. The Publisher reserves the right to reject or cancel an advertisement or insertion order, and to insert the word 'advertisement' above or below an ad.