

# Catalog Advertisement Order Form

\_\_\_\_\_  
(Business name)

\_\_\_\_\_  
(Contact name)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Phone number)

\_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(City/state/zip)

Total payment enclosed:

Method of payment:       Check (enclosed)       Credit card  
(fill out information below)

Card number \_\_\_\_\_

Expiration date \_\_\_\_\_

CVV \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

Please make checks payable to Neighborhood House. Send your payment with its completed form to **Neighborhood House, 7780 Capitol Hwy., Portland, OR 97219.**

For more information, please contact the Development Office at (503) 246-1663 x2118 or email [awilliams@nhweb.org](mailto:awilliams@nhweb.org).

Print ready ad deadline:  
**12:00 noon, Monday, April 11**

## SIZE SPECIFICATIONS

- 2.15" x 3.5" (business card size): \$75
- 4.5" x 3.75" block: \$200
- 7.5" x 2.15" vertical: \$200
- 4.5" x 7.5" full page: \$300

Color: B/W + 1 spot color digital artwork

Size: 300 dpi; chosen ad size

File formats: jpg, gif, tiff, or png

All ads will have 1/4" white margin

