



Congregation Etz Chaim 2010 JOURNAL & DIRECTORY

Instructions for Purchasing & Submitting Ads/Greetings

Purchasing Ads

- Step 1: Choose an Ad/Greeting size.
- Step 2: Complete contract with all advertiser and payment information.
- Step 3: Indicate on contract whether the ad/greeting is text-only, camera-ready, or digital file.
- Step 4: Mail contract and check (if applicable) to 2010 Journal & Directory, c/o Congregation Etz Chaim, 1190 Indian Hills Pkwy, Marietta, GA 30068

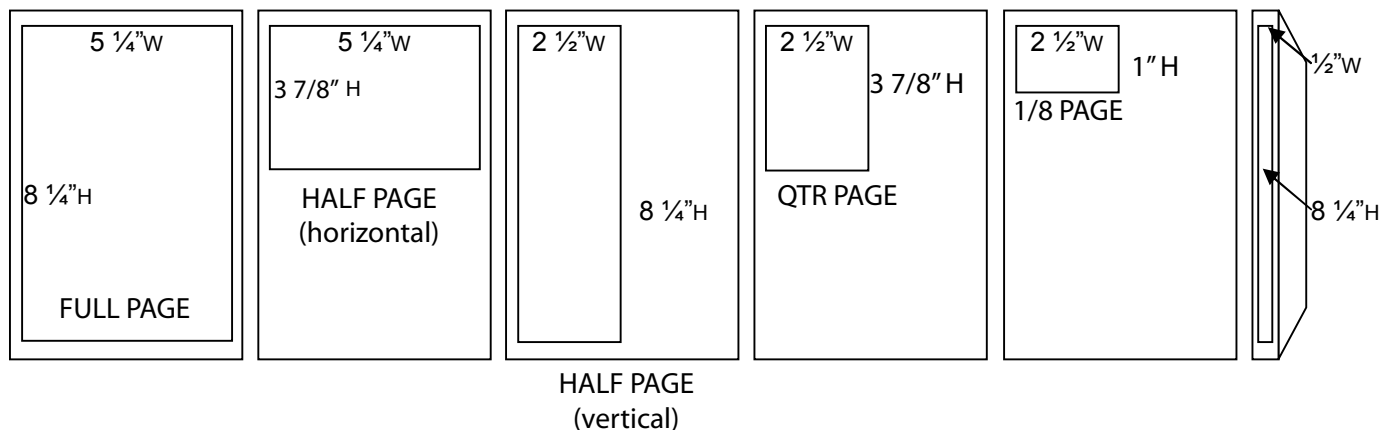
IMPORTANT: ALL contracts must be mailed directly to the Etz Chaim administrative office.

Submitting Ads

- Text Only: Can be submitted by LEGIBLY printing the text in the Text-Only Copy box on the contract, or by attaching the text to the contract, or by emailing the text to SHARI@ETZCHAIM.NET
- Camera-Ready: Can be a business card (which we will scan or typeset to the appropriate ad size) or camera-ready art (sized to the dimensions for the ad purchased). DO NOT STAPLE, TAPE, OR WRITE ON ANY CAMERA-READY AD MATERIAL. Mail camera-ready material to 2010 Journal & Directory, c/o Congregation Etz Chaim, 1190 Indian Hills Pkwy, Marietta GA 30068
- Digital Files: Can be submitted in standard electronic formats (such as .JPG, LGIF, .PDF) and sized to the dimensions for the ad/greeting purchased. Minimum resolution is 300dpi for high quality output. All support files (such as fonts, images, or clipart) should be included separately. FONTS NOT SUPPLIED WILL BE SUBSTITUTED. Email digital file(s) to: Shari@EtzChaim.net, or submit on CD (include a printed copy to ensure accuracy) and mail to 2010 Journal & Directory, c/o Congregation Etz Chaim, 1190 Indian Hills Pkwy, Marietta, GA 30068.

Size Specifications:

All ads/greetings are black & white, and sized as shown below.



Journal Contact: Shari Wessler 770.973.0137, or Shari@etzchaim.net