



*Contractual Agreement for  
Newsletter Public Service Announcement*

City of Boone  
923 8<sup>th</sup> Street  
Boone, IA 50036

Company	Address	City, State Zip
Primary Contact Name	Phone	e-mail

**Pricing Per Newsletter**

40 to 50 words with logo	\$75	1" x .75" logo	2.4" x 2.25" total space available (5.4 sq in)
80 to 90 words with logo	\$125	1" x .75" logo	2.4" x 3.125" total space available (7.5 sq in)
120 to 130 words with logo	\$150	1.25" x 1" logo	1.875" x 4.5" total space (8.4 sq in)
<input type="checkbox"/> 10% discount if you list for three consecutive newsletters			

**Public Service Announcement Checklist:**

- Organizations are responsible to ensure their message will fit in the given area.
- The City of Boone has final printing rights. Announcements that do not fit the newsletter policy will not be printed.
- Below are some examples of what is a suitable public service announcement and some examples of what will not be allowed:

*Allowed –*

- Spring is a good time to have your sewer service line cleaned. Business X has been performing sewer cleaning in Boone for 10 years and will be happy to assist you. (phone number, webpage and logo)
- Winter is a good time to consider assistance in clearing your commercial or residential drive/sidewalk. Take time to plan for winter snow events and call us to shovel your walk or clear your parking lot (phone number, webpage, and logo)

*Not Allowed-*

- Sidewalk sale at Widget's Hardware on the 12<sup>th</sup> of May.
- All items 50% off this month.

- Newsletters may NOT be printed monthly. Newsletters are printed based on available information for the newsletter. Your submittal may not appear in the newsletter for one to two months.
- E-mail your proposed public service announcement to [clerk@city.boone.ia.us](mailto:clerk@city.boone.ia.us)

**Deadline for submittal:** Submission of public service announcements – 1<sup>st</sup> of the month. **APPLICATIONS SUBMITTED THAT DO NOT MEET THIS DEADLINE WILL NOT BE INCLUDED IN THE NEXT NEWSLETTER.**

The applicant does hereby acknowledge that a non-refundable fee, according to the pricing above, is required. This fee is used to help defray the cost of printing and postage (checks should be made out to "City of Boone").

Applicant

Date

<i>Office use only:</i>			
Fee received -	\$ _____	Date: _____	Receipt No.: _____
Does the public service announcement meet the requirements noted above?			
		<input type="checkbox"/> Approve	_____
		<input type="checkbox"/> Deny	Date