

The Filipino-American COMMUNITY BUILDER, Inc.
dba The Asian American Community Builder
5232 N. Western Avenue ♦ Chicago, IL 60625
Phone (773) 275-4540 ♦ Fax (773) 334-4994 ♦ Email: communitybuilder@ sbcglobal.net

Thank you for choosing The Asian American Community Builder to serve your advertising needs! In order for us to serve you best, please take note of the following:

1. All advertisements should be submitted as “camera-ready” material. Absolute deadline for ad insertions and changes is on the eighth day of every month.
2. You may submit your ad in a CD-ROM, zip disk or electronically (communitybuilder@sbcglobal.net) used solely for ad files provided they are prepared in Photoshop (7.0), in PDF format or as high resolution TIFFs and JPEGs (at least 300 dpi). Please do not send low-quality JPEG and GIF files. Alternatively, you may submit it in PowerPoint, Publisher 2000 or Word. (These will then be printed and scanned and may not yield the best results.) Your layout must maintain the recommended resolution of between 300 to 2400dpi and must be uncompressed. Ads must conform strictly with the required size and resolutions to ensure the best quality output. If you are sending a very large file (more than 4000kb), please submit it in a disk (CD Rom or zip disk) instead of e-mailing it.
3. If you are submitting ads in Quark, Publisher or PowerPoint, please send the text and picture files separately as well as a proof copy in pdf for reference. Please also send all fonts in a separate folder.
4. Ad sizes (in inches) are as follows:
Full page: 10 x 12.20
Half page (horizontal): 10 x 6
Half page (vertical): 4.917 x 12.20
Quarter page: 4.917 x 6

If you do not have the capability to create your own artwork, we can assist you by creating an ad for you for the exclusive use of the Community Builder only. This service is for free once every six months for advertisers who have signed advertising contracts of at least six months. Advertisers who need assistance in making changes in their ads more often than once every six months may do so for a fee of \$110.00 per issue. Due to copyright issues, under no circumstances may any ad created by the Community Builder be used in any other publication without the express and written approval of the Publisher of the Community Builder. The Publisher reserves the right to decline any such request and if approval is given, to charge additional fees for the advertisement.

Please do not hesitate to call me if you have any questions at (773) 275-4540.

Sincerely yours,

Alpha R. Nicolasin
Managing Editor