



# State Bar of Michigan Advertising Prepayment Form

State Bar of Michigan member #: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### *Michigan Bar Journal*

Month(s) of publication: \_\_\_\_\_

Classified (class11 - 021-1320) Amount: \$ \_\_\_\_\_

Display (display11 - 021-1350) Amount: \$ \_\_\_\_\_

### *e-Journal*

Length of publication: \_\_\_\_\_

Classified (ej\_class - 037-1320) Amount: \$ \_\_\_\_\_

Banner display (ej\_display - 037-1350) Amount: \$ \_\_\_\_\_

### *April Directory—Michigan Bar Journal*

Classified (classdir - 020-1320) Amount: \$ \_\_\_\_\_

Display (displaydir - 020-1350) Amount: \$ \_\_\_\_\_

FOP Listings (fop - 020-1365) Amount: \$ \_\_\_\_\_

### *SBM Website*

Length of publication: \_\_\_\_\_

Classified (web\_class - 008-1320) Amount: \$ \_\_\_\_\_

Prepayment in full is required, unless other arrangements have been made prior to publication.

If paying with a check please make payable to State Bar of Michigan, and mail to State Bar of Michigan, Attn: Finance Dept, 306 Townsend St, Lansing, MI 48933. Enclosed is check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

If paying with a debit/credit card, we only accept Visa or MasterCard. Please complete this form and fax to the SBM's confidential finance **fax (517) 372-5921**. For security purposes we do not recommend emailing.

Bill my: \_\_\_ Visa \_\_\_ MasterCard in the amount of \$ \_\_\_\_\_

Card number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ 3-digit sec code: \_\_\_\_\_

Card billing address and zip code: \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_

Authorization: By signing below, I authorize State Bar of Michigan to charge my credit card the amount due from above. I agree to pay the credit card total(s) according to my credit issuer agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions or concerns contact the advertising department at 517.346.6315 or by email sozanich@michbar.org. We thank you for your business, and look forward to serving you.

*The State Bar of Michigan reserves the right to cancel an advertisement at any time without prior notice.*



## State Bar of Michigan Advertising Policy/Disclaimer

**Payment Policy**—Generally, all advertising is on a prepaid basis and absent extenuating circumstances and a written agreement, advertising that is not prepaid will not be published. Visa or MasterCard payments are accepted in writing, as are checks made payable to the State Bar of Michigan. Confirmation that your advertising request has been received will be sent via e-mail within two business days after processing. If you do not receive a confirmation, please contact an advertising sales representative.

**Advertising Agency/Joint liability**—Purchase orders and insertions orders from advertising agencies are accepted for ad placement, and the State Bar will allow a 15% commission discount for space only. There is no agency discount on classified ads or on mechanical costs. Payments of invoices to agencies for advertising are due within 30 days of billing and if unpaid, the commission will be lost and a 1.5% per month service charge will be added. Publisher reserves the right to suspend advertising when payment is 30 days past due. Publisher further reserves the right to hold advertiser and/or its agency jointly and severally liable for such moneys as are due and payable to the publisher.

**Publisher's copy protective clause**—Appearance of an advertisement does not constitute a recommendation or endorsement by the State Bar of Michigan of goods or services ordered. The opportunity to advertise in any publication is contingent upon available space, and publication is at the discretion of the editor. The publisher reserves the right to reject any advertising not in keeping with the publisher's standard. The contents of an advertisement are solely the responsibility of the advertisers and advertising agencies. Advertisers and advertising agencies assume liability for all content (including text, representations and illustrations, and any material on a website to which the advertisement provides a link or reference) of advertisements printed, and also assume responsibility for any claims arising thereof made against the publisher. Advertisers represent and warrant that they possess the necessary rights to permit the use of the advertisement and of any content on any website referenced or linked to in the advertisement, for the purpose of this Agreement, and that the content complies with all relevant laws and regulations. Advertisers further represent and warrant that the use, reproduction, distribution, or transmission of the advertisement will not violate any criminal laws, regulations, or the rights of third parties. Such violations include, but are not limited to, infringement or misappropriation of a copyright, patent, trademark, trade secret, music, image, or other proprietary or property right; false advertising; unfair competition; defamation; slander of the title; invasion of privacy or rights of celebrity; violation of any antidiscrimination law or regulation; or any other right of any person or entity. Advertisers agree to indemnify and to keep indemnified the State Bar of Michigan, its directors, employees and agents, without limitation, and to hold them harmless from any and all liability, loss, damages, claims, or causes of action, including legal fees and expenses, that may be incurred by the State Bar of Michigan arising out of the publication of the advertiser's material. At the discretion of the Publisher, advertisers may be required to provide proof of insurance of coverage for any of the foregoing forms of liability and to list the State Bar of Michigan as an additional insured on the policy.

The publisher shall not be liable for any costs or damages if for any reason it fails to publish an advertisement. The publisher's liability for any error will not exceed the cost of the space occupied by the error or the erroneous advertisement.

**Advertising terms**—Advertisements that have been accepted and are later found to be fraudulent or misleading in the judgment of the Publisher, and advertisements that are the subject of a lawsuit, will be removed from the State Bar publication. The State Bar will not provide a refund for advertisements removed under those conditions. Fraudulent or misleading ads include, but are not limited to, advertisements that order a product or service that is not delivered, and advertisements that are judged to mislead readers into buying something other than the advertised product or service, and advertisements from companies subject to unresolved complaints to the Better Business Bureau.

This policy applies to all State Bar of Michigan publications.