



**Wood Products Manufacturers Association  
DIRECTORY ADVERTISEMENT PLACEMENT PROCEDURE**

**SPACE ALLOCATION:** Space will be allocated on a first received, first served basis.

*The date that payment is received in the WPMA office determines advertisement placement.*

**PRIORITY PLACEMENT: Full Page - Four Color Ads** - These ads can bleed off the page, page size is 6" wide x 9" long. The following positions are available only to companies placing a full page four color ad:

Back Cover  
Inside Front Cover  
Inside Back Cover  
Left Inside Back Cover (or as close to listing as possible)

**Half Page - Four Color Ads** 4.75" wide x 4.0" long  
**Full Page - Black & White Ads** 4.75" wide x 7.5" long  
**Half Page - Black & White Ads** 4.75" wide x 4.0" long

These ads will be located as close to your directory listing as possible.

**IMPORTANT: ALL COLOR ADS MUST BE PROVIDED TO THE PRINTER  
ON DISK OR ELECTRONICALLY.**

**PROCEDURE:** Return the contract to the WPMA office. Payments will be accepted and recorded immediately upon receipt.

Contracts and completed ad copy **must be submitted and paid in full NO LATER than April 10, 2010.**

Ad copy should be sent directly to:

**Michelle Arsenault  
WPMA Office  
PO Box 761  
Westminster, MA 01473-0761  
Tel: 978-874-5445  
Fax: 978-874-9946  
E-mail: michelle@wpma.org**

**FILE SUBMISSION:** Please label files by your company name.

Hard Copy - Clean, black & white or grayscale. Image must be to size or will be scaled.

Digital Files - Floppy, Zip, or CD; E-mail - Mac (stuffit), PC (Zip).

Please include all documents with support and fonts. You may submit files as PDF. Files must be to size or they will be re-sized to fit space. If you have any questions or concerns about ads, please contact Schlabach Printing.

**BANNER ADS:** Please contact the Association office for specifications. If you need assistance creating a banner ad, please contact Lori Bibeau at the WPMA office.