





# Split-Billing Agreement

Complete this form to have a portion of your account billed to someone else. (Use % only.) Both of you must sign this agreement.

The Primary account holder hereby requests \_\_\_\_\_% of their account billed to: (type or print clearly)

## Secondary Account Holder information:

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Office Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Office Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone - other (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 E-mail: \_\_\_\_\_

  Credit Card Number \_\_\_\_\_ Exp Date (required) \_\_\_\_ / \_\_\_\_  
  Your Name - exactly as it appears on the card (please print) \_\_\_\_\_

Completing the credit card information above authorizes CONCEPT TO PRINT, INC to charge this credit card each deadline so you can receive the Pay-In-Advance Discount.  
 (Note: If we receive a check for full payment prior to the deadline, your credit card will not be billed for that issue.)

## Advertising Terms (Read before signing)

- Rates and terms are subject to change anytime prior to signing this agreement. Make sure you have the most current agreement before signing.
- 1. Term & Cancellation:** All 3 and 13 Issue contracts are for consecutive issues only. If you skip an issue you have contracted to be in, this agreement may be terminated by the publisher and 1.) You will be back-billed the difference between the rate you contracted for and the applicable rate for the number of issues you actually ran an ad in. 2.) Your page position seniority is forfeited. **\*\*\* 10 DAY WRITTEN NOTICE PRIOR TO DEADLINE IS REQUIRED TO CANCEL THIS AGREEMENT.**
  - 2. Design & Logo Charges:** No charge for a standard company logo that has appeared previously in the magazine. No charge for standard ad design layout. (Custom backgrounds are a one time extra charge.) \$45 per hour charge for requests for nonstandard layout specifications or special graphics and designs. Also, please keep in mind we do not offer exact color matches. Variance up to 5% is considered normal and acceptable.
  - 3. Photography:** All photos taken by our personnel are the property of Concept to Print, Inc. These photos will not be released and may not be reproduced without our written permission. Prior to submitting any photos or graphics the advertiser is responsible for obtaining release of all royalties (if any). Advertiser accepts full responsibility that all photos and graphics supplied by advertiser are royalty free and acceptable to use in this publication. (NOTE: you will NOT be eligible for the Online AdMaker Discount if we take any of the photos.)
  - 4. Payments & Pay-in-Advance Discount:** To receive the 'Pay-in-Advance' discount you must have full payment to our office before 10:00 AM on the Ad Copy Deadline for that issue. If we do not receive payment in advance, then you will owe the 'Standard Invoiced Rate' shown, due 27 days after the Ad Copy Deadline. A 1.5% late charge per billing cycle may be added to any unpaid balance at the end of the 27 days. Publisher reserves the right to discontinue any marketing services on past due accounts. Your account will be billed a \$25 service charge on any checks returned by your bank. Advertiser agrees to pay for all costs of collection including, but not limited to, reasonable attorneys fees or collection agency fees made necessary by nonpayment.
  - 5. Online AdMaker™ Discount:** To be eligible for this discount you MUST submit ALL your ad copy and ALL your photos online using Online AdMaker before 10:00 am on the Ad Copy deadline date. You will NOT be eligible for this discount if online ad copy is incomplete or submitted late.
  - 6. Error Credit Policy:** NO ERROR CREDITS FOR AD COPY SUBMITTED LATE OR ILLEGIBLE! (Garbage in - Garbage out!)  
 1. Primary phone number incorrect & no secondary number: 100% credit 2. Primary phone number incorrect & secondary number correct: 50% credit 3. Incorrect background color or image: 10% credit 4. Incorrect E-mail or Internet address: 10% credit No credits for errors in magazine index. Online content is provided as is. We are happy to correct any online errors, however we do not give credits for errors on online content.
  - 7. Other Terms & Conditions:** 7a. Unless changes or new ad copy are submitted by the advertiser in writing by the ad copy deadline date for the next issue, the Publisher reserves the right to repeat the previous issue's ad for clients in a 3 or 13 issue term contract. 7b. Advertiser agrees to accept all liability for the content of their ad. 7c. Properties displayed in Homes & Land Magazines may also be featured on www.HomesAndLand.com and any linked sites determined by Homes & Land. 7d. Publisher reserves the right to refuse any ads he deems inappropriate. 7e. Concept to Print, Inc. may assign their rights on this contract to their successors or assigns.

**Important Notice to Primary Account Holder:** This form is for billing convenience only and does not relieve the primary account holder of responsibility. I understand that in the event one of the parties are delinquent, then the entire account shall be considered delinquent and Homes & Land shall be entitled to take legal action for collection against me, the primary account holder, for all balances due. In the event one of the secondary account holders does not pay, then their outstanding balance will be transferred to the primary account holder for payment.

We have read and agree to the terms stated above. (Both parties must sign this agreement before the invoice will be divided.)

**Primary Account Holder** X \_\_\_\_\_  
Signature Print Name Date

**Secondary Account Holder** X \_\_\_\_\_  
Signature Print Name Date