



Weston Community Hub, 1/6 Gritten St,
 Weston ACT 2611
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ACTCOSS Update Newsletter Advertising Rates and Specifications - 2012

The ACT Council of Social Service Inc (ACTCOSS) publishes a quarterly newsletter, *Update*, in which organisations or individuals may place paid advertising pertinent to the community sector. The newsletter is posted to over 200 ACTCOSS member organisations and associates, ACT politicians and selected government directorates. Additionally, newsletters are distributed at ACTCOSS events and training.

ACTCOSS provides two types of advertising in the newsletter:

1. **Printed Advertisements:** These are printed within the newsletter. They may be up to one page long, but must follow the size guidelines outlined below. You may provide your own design, or provide the content and we will arrange a basic layout.
2. **Flyer Inserts:** ACTCOSS will arrange for your pre-supplied loose-leaf flyers to be inserted between the first and second pages of the newsletter. The flyers may be A4 or A5 in size, double or single-sided.

1. Content Deadlines

	Ads & hard copies of Flyer Inserts due	Newsletters to be distributed by
Issue 59 – Autumn 2012	20 Feb 2012	March 2012
Issue 60 – Winter 2012	14 May 2011	June 2012
Issue 61 – Spring 2012	13 Aug 2011	September 2012
Issue 62 – Summer 2012-13	12 Nov 2011	December 2012

Printed advertising spaces are limited. Please request a quote and confirm it as soon as possible to secure your advertising space. See below, '4. Requesting Advertising'.

2. Printed Advertisements

Advertisement	Size (cm)		Member Price*	Non-Member Price*
	Width	Height		
Quarter page	17	6	\$30	\$90
	8	12.5		
Half page	17	12.5	\$60	\$150
	8	26		
Full page	17	26	\$100	\$225

* All prices include GST.

Pro-rata: We charge pro-rata for advertisements with heights other than those listed above. The width must conform to the newsletter's columned layout (either 8cm wide or 17cm wide).

Advertisement design: Within the advertising space you may create your own design and provide ACTCOSS with an electronic version. Alternatively, you may send us your text and a logo, and we will do a simple layout for you.

Acceptable file formats: JPEG, PDF, EPS, TIFF.

Minimum resolution: 200dpi.

Colour: The newsletter prints greyscale only. Any colour advertisements supplied will be converted to greyscale.

3. Flyer Inserts

Flyer	Member Price*	Non-Member Price*
A4 or A5	\$70	\$100

* All prices include GST.

Electronic copy required for approval: A PDF or Word version of the flyer must be emailed to ACTCOSS to be approved by the Director, before hard copies are delivered to the ACTCOSS office.

Supplying hardcopies: If approved, flyers must be supplied in hardcopy to the ACTCOSS office no later than the date listed under '1. Content Deadlines' above. The ACTCOSS office is located at Weston Community Hub, 1/6 Gritten Street, Weston ACT 2611.

Quantity to be supplied: 300.

4. Requesting Advertising

Advertising space is limited. Please contact the Communications and Membership Officer, Suzanne Richardson, as soon as possible to reserve your advertising space. Please phone or email through your advertising specifications, name, organisation's name (if any), email address and invoicing address.

Email: suzanne.richardson@actcoss.org.au
Phone: 02 6202 7235

A quote will be sent to you via email. If you wish to proceed, please confirm the quote as soon as possible to secure your place in the newsletter.

5. Invoicing and Payment Methods

You will be sent an invoice for your advertisement or flyer insert after the newsletter has been printed and distributed. The invoice will detail methods of payment, including cheque and direct deposit.