



Ad Dealines and Insert Ticket Information Requirements 2002

Information Needed on Your Insert Ticket:

1-Sale Rep's Name _____

phone# _____ and fax# _____ for proofing (if required)

2- Ad Scheduled Date _____

3- Company name: _____

4- Contact Name _____

phone# _____ and fax# _____ for proofing (if required)

5- Ad Size _____ (1/5 V, 2/5 H, 1/2 Pg etc...)

6- Pickup date _____ and ad# _____

and specify if pickup is from San Jose Mercury News or Viet Mercury

7- Compositor's Name _____ and Phone# _____

4:30 pm of Every Monday:

For ROP only:
All artwork and ad insert information must be submitted before this time if you need your ad to be **Translated & Proofed** for the coming Friday issue.

Noon of Every Tuesday:

All corrections (chasers) for ads must be submitted.

4:30 pm of Every Tuesday:

All **Camera-Ready-Artwork** or **Finished Ad** (with the correct size) and insert information must be submitted before this time for your ad to be published on the coming Friday issue. Any change or translation will not be guaranteed and will depend on the workload of the staff.

Submit all Chasers and Pickups to:

Trinh Nguyen 278-3414
via Fax 271-3678
via Mac network Go to Chooser>Appleshare>Edit>Viet New Trinh or
Go to Chooser>Appleshare>Backbone>SciMac6 CS>VietMerc>Trinh
via e-mail tvnguyen@sjmercury.com

or **Nhan Nguyen** 920-5234
via Fax 271-3678
via Mac network Go to Chooser>Appleshare>Edit>Viet New Nhan or
Go to Chooser>Appleshare>Backbone>SciMac6 CS>VietMerc>Nhan
via e-mail nnguyen@sjmercury.com

Submit all New Ads to:

Tyler Tuan Vu 920-5939
via Fax 271-3678
via Mac network Go to Chooser>Appleshare>Edit>Viet Tyler or
Go to Chooser>Appleshare>Backbone>SciMac6 CS>VietMerc>Tyler
via e-mail tvu@sjmercury.com

via foot Viet Mercury is located in the Advertising Department
Next to Majors and Nuevo Mundo