



### AD CHANGE REQUEST

For changes to your existing Katy Magazine ad designed by us. Due to copyright and software issues we are not able to modify other designers' ads.

\_\_\_\_\_  
Company Name Requested by (Your Name) Date

Phone \_\_\_\_\_ Email \_\_\_\_\_

**DUE DATE** \_\_\_\_\_

**Important:** This form and materials (logos, photos, etc.) must be returned to Katy Magazine on or before this date. Changes received after due date above will not make it into the next issue without late fees assessed at \$50-\$250 depending on date received.

**LIST YOUR CHANGES** (please be specific, any changes not listed here cannot be done by designer.)

- 1.
- 2.
- 3.
- 4.
- 5.

**COST** (Choose the one that corresponds to your changes above)

- \$50 - One Change Only– One text replacement, one logo OR one direct photo swap (same size – no reworking of ad) **1 proof only**
- \$75 – Minor Change – Changes to two areas of text or a direct photo swap and one text (no reworking of ad) **2 proofs max**
- \$100 - Moderate Changes - Changes to three areas such as two text changes and photo change. **3 proofs max**
- \$150 - Major Changes to existing ad in three or more places. **3 proofs max**
- \$200 – Brand new ad design **4 proofs max**

**Important - Each additional proof beyond max amount listed will automatically be billed at \$25 per proof.**

You agree to submit ad materials on time and be available to review and approve ad by due date or you will incur late fees. Late submissions will be saved for future issues unless late fee. You agree to adhere to ad materials submission deadlines or pay late fees as stated above. We are only able to modify ads for customers whose accounts are in good standing. Each additional proof beyond max stated above will result in \$25 per additional proof.

\_\_\_\_\_  
Advertiser Signature Date

Please email this form, plus logos, photos, text to your Customer Marketing Specialist or [customermarketing@katymagazine.com](mailto:customermarketing@katymagazine.com)



Internal use only

NUMBER OF PROOFS SENT \_\_\_\_\_ Approved by: \_\_\_\_\_ CMS \_\_\_\_\_ DESIGNER \_\_\_\_\_ Production \_\_\_\_\_

TOTAL COST \_\_\_\_\_

DATE APPROVED \_\_\_\_\_