

This **LETTER OF BILLING AUTHORIZATION (LBA)** when signed by the customer, authorizes Capture Media Services Inc. to charge the following credit card for all services and/or product requested on the following page for the months of _____ to _____ of the year(s) _____

This Letter of Billing Authorization is in lieu of a credit card for all invoices when such credit card is not available at the time for services rendered. Checks may be used instead of credit cards as long as they are received by the 20th of the month prior to the advertisement. If a check is not received by the 20th of the prior advertising month, the credit card listed below will be charged in its entire amount.

I hereby contract and authorize Capture Media Services Inc. to deliver and invoice for services and/or products requested. I understand and authorize that all services and/or product charges are to be paid in full.

COMPANY: _____ **CONTACT:** _____

CREDIT CARD #: _____ **EXPIRATION:** _____ **V CODE:** _____ (3 to 4 digit security code on back of card.)

PRINTED AUTHORIZED NAME, AS APPEARS ON CARD: _____

BILLING ADDRESS: _____ **CITY/STATE/ZIP:** _____

EMAIL: _____ **PHONE:** _____

<input type="checkbox"/> ZIONSVILLE Months _____ Ad Size _____ Coupon <input type="checkbox"/> IE <input type="checkbox"/>	<input type="checkbox"/> CARMEL Months _____ Ad Size _____ Coupon <input type="checkbox"/> IE <input type="checkbox"/>
<input type="checkbox"/> NORTHWEST INDIANAPOLIS Months _____ Ad Size _____ Coupon <input type="checkbox"/> IE <input type="checkbox"/>	<input type="checkbox"/> FISHERS/GEIST Months _____ Ad Size _____ Coupon <input type="checkbox"/> IE <input type="checkbox"/>
<input type="checkbox"/> N. CARMEL /WESTFIELD Months _____ Ad Size _____ Coupon <input type="checkbox"/> IE <input type="checkbox"/>	<input type="checkbox"/> BROWNSBURG Months _____ Ad Size _____ Coupon <input type="checkbox"/> IE <input type="checkbox"/>

Coupons may be purchased for \$5 per publication per month.
Note for Industry Expert column: 1/4 page ad must accompany a 1/4 page article (150 words) and a 1/2 page ad must accompany a 1/2 page article (250 words).

INSERT Zionsville Carmel NW Indy Fishers/Geist N. Carmel/Westfield Brownsburg

Quantity _____ Design Printing

Please note: 3 month commitments are billed once, 6 months are billed twice and 12 month commitments are billed

_____	_____	_____
TOTAL PRICING	DESIGN FEE (IF APPLICABLE)	QUARTERLY PAYMENT

SALES REPRESENTATIVE

Your signature obligates you to the financial terms agreed upon based on the current pricing offered by Capture Media and between the mentioned dates. Please confirm pricing due to possible monthly changes. Payments not received by due date may constitute a *finance charge of 18% per annum*. In the event of non-payment, you hereby agree that you will be held liable for collection costs, including but not limited to: collection agency fees, reasonable attorney fees (which you expressly agree that the reasonable attorney fees shall be the greater of: (1) fifty percent of the unpaid balance; or (2) \$400, court costs, and interest rate of 18% per year, calculated daily, beginning from the last date of service or the last payment date. Unpaid balances shall also be subject to a data transfer of derogatory information about any unpaid balance to any credit bureau agency and a request of a personal credit report.

SIGNATURE: _____ **DATE:** _____



Please detach and fax completed form to 317-637-0968.