



THE GAZETTE

GUIDELINES FOR SUBMITTING CAPITAL REGION COMMERCE ANNOUNCEMENTS

1. Capital Region Commerce announcements are published in The Gazette on Sundays. A free announcement is limited to 10 lines. Announcements that exceed 10 lines will be published at a rate of \$2.40 per line. Photographs will be accepted for an additional \$20 charge.
2. If the announcement includes a photograph, we prefer a sharp close-up no smaller than wallet size. Photo should be professional quality, black and white or color print. Photos taken with an instant camera and laser photos are not acceptable. Digital photos are accepted. Send a self-addressed stamped envelope so The Gazette can return your photo. Place a label with your name and address on the back of your photograph. We will do everything possible to return your photo after the publishing date.
3. ALL ANNOUNCEMENTS REQUIRE A COMPLETED AUTHORIZATION FORM
4. To be considered for publication, all announcements must be received at least 10 business days prior to the Sunday you would like your announcement published.
5. The Gazette reserves the right to refuse for publication any announcement request received after the deadline.
6. All new accounts (accounts that do not have a credit application on file) must prepay.
7. The Gazette reserves the right to revise, edit or reject any or all copy and/or photographs.
8. All announcements should be neatly printed or typed on The Gazette forms provided.
9. **Submission Procedures**
Announcements may be sent to the following:

Mail: The Gazette Announcements
Classified Department
PO Box 1090
Schenectady, NY 12301-1090
Email: classified@dailygazette.net

Fax: Classified (518) 395-3050

Drop-Off: 2345 Maxon Road Ext.
Schenectady, NY 12308
Hours: 8 am to 4pm

Photos may be emailed to classified@dailygazette.net

Forms are available at dailygazette.com.
They can be printed off, filled out and mailed,
faxed or dropped off to The Gazette.

We welcome the opportunity to assist you in placing your announcement.
Please stop in or call 518-382-1100 for an appointment or assistance.

AUTHORIZATION FOR CAPITAL REGION COMMERCE ANNOUNCEMENT

This form must be completed and signed before your announcement can be published

Name(s) _____

Name of Person Placing Announcement (please print) _____

Signature _____

Business Name _____

Business Address _____

City, State Zip Code _____

Daytime Phone _____

We will call you to confirm placement and cost.



CAPITAL REGION COMMERCE ANNOUNCEMENTS

Please use this form to place your Capital Region Commerce announcement. The spelling of names and places and the legibility of handwriting are the responsibility of the person submitting the information. Please write carefully.

*We welcome the opportunity to assist you in placing your announcement.
Please stop in or call 518-382-1100.*

Photo



Additional \$20 charge. Please provide quality photographs

Name(s) _____

Company Name _____

Company Address _____

Promotion _____

Achievements _____

Expansions _____

Retirement _____

New Products _____

Awards _____

We will call you to confirm placement and cost (if any)



CAPITAL REGION COMMERCE ANNOUNCEMENTS EXAMPLES

*Capital Region Commerce announcements must be received
at least ten (10) days prior to publication.
Please fill out and sign authorization for publication form enclosed in this packed so your
announcement will be processed as quickly as possible.*

FREE NOTICE

Kevin O'Connor recently received the 2006 Distinguished Leadership Award during graduation ceremonies held at the Albany Marriott Hotel for members of the Capital Leadership program of the Albany-Colonie Regional Chamber of Commerce.

15 LINE NOTICE

Kevin O'Connor recently received the 2006 Distinguished Leadership Award during graduation ceremonies held at the Albany Marriott Hotel for members of the Capital Leadership program of the Albany-Colonie Regional Chamber of Commerce.

O'Connor, who is chief executive officer of Tech Valley Communications, is a 1987 graduate of the Capital Leadership program.

**1st 10 lines Free
5 Lines billed at
\$2.40 per line
Final Cost \$12.00**

14 LINE NOTICE WITH PHOTO

Aqueduct Animal Hospital is pleased to announce the addition of **Dr. Anne (Eichelberger) Fay**.

Dr. Fay is a graduate of Schenectady High School. She received her BS in Animal Science at the University of Vermont and completed her Doctor of Veterinary Medicine at Auburn University.

Dr. Fay is currently accepting patients.



**1st 10 lines Free
4 Lines billed at
\$2.40 per line
Plus \$20 photo fee.
Final Cost \$29.60**