

SETTLEMENT FORM

Date _____ Cons. Name _____
 Est. Name _____ Cons. Phone # _____
 City _____ State _____ Zip _____ City _____ State _____ Zip _____

Advertiser	Type*	Ad Size**	Check #	Deposit	Balance	Total
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
Totals						

Cash With Job (Deposits) \$ _____
 Production Cost \$ (_____)
 Commissionable Cash \$ _____
 Commission Earned \$ _____
 Lamination(s) (Qty): _____ \$ (_____)
 Less Cash/Trade \$ (_____)
 Proof Charge(s)/Tags \$ (_____)
 Net Commission Due \$ _____
 A/R Commission Due \$ _____
 Total Commission Due \$ _____

* Indicate
Type Of Account:
New (N)
Renewal (R)
Multiple (M)

** Indicate
Size Of Ad:
Full (F)
Half (H)
Double (D)
Third (T)
Pinpoint (P)
Other (O)

Job Specifications

of Guest Guides _____
 Colors _____
 Paper Stock: Gloss Matte
 Size _____
 Style: Padded 1/2 Fold
 Pocket Fold Other