

Production Requirements:

Digital data is required for all ad submissions. Please confirm that files are prepared to the size and specifications booked and delivered in the acceptable formats outlined within this rate card.

The Publisher will not supply a faxed or soft proof on client-supplied files. We assume due diligence has been taken by the client or the client's agency to ensure its integrity prior to submission. Therefore, the Publisher will be alleviated from any form of compensation if an ad is supplied in a non-preferred format, nor guarantee the accuracy of reproduction of any ad that does NOT meet mechanical specifications set out in this rate card.

Liability for damages allege to arise from errors in advertisements (outside of the set mechanical specifications) is not accepted by the Publisher beyond the actual amount paid for the space used by that part of the advertisement containing the error, regardless of onus or blame of such error.

For more information on production requirements, please contact:

Dave DeJong
Production Manager
Phone: 416-442-5600 (1-800-668-2374) ext.6822
Email: ddejong@scottsdirectories.com

Material Delivery

Scott's Directories is set up to receive electronic files, via the Internet (FTP) or on CD in either PC or Macintosh platforms. PC format is preferred.

FTP SITE

Our FTP Site is used by over 30 publications, please name your files appropriately. It is preferred that you compress your file (or files) into one compressed file instead of uploading a number of individual files or whole folders. Please use Stuffit (.sit files for Mac) or ZIP compression for PC files. Please do NOT send self-extracting files (.sea or .exe etc.)

FTP 1 Address: bigftp.businessinformationgroup.ca
User ID: creative
Password: graphic
Directory: Uploads

For any further details on electronic submissions, please contact your Scott's sales representative.

SHIPPING ADDRESS

Correspondence, space orders, contracts and ad material should be sent to the attention of your sales representative at:

Scott's Directories
12 Concord Place, Suite 800
Toronto, Ontario M3C 4J2 Canada

U.S. advertisers and advertising agencies, please ship material to the above-mentioned address via Federal Express whenever possible. If using another courier company, please contact your sales representative.

Terms & Conditions:

1. Advertisers and Advertising Agencies agree that the publisher shall not be liable for its failure to publish any advertisement for any cause.
2. Publication of each and every advertisement is subject to approval of the Publisher. The Publisher reserves the right to refuse to publish any advertisement, which he feels is NOT keeping with the publication's standards.
3. Advertisers and Advertising Agencies assume liability for all content (including text, representation, and illustrations) of printed, CD, or Online advertisements, and also assumes responsibility for any claims arising there from against the Publisher.
4. The Publisher is not responsible for the reproduction of colour print advertisements. The Publisher will not supply a faxed or soft proof on client-supplied files. The Publisher assumes due diligence has been taken by the client or the client's agency to ensure its production integrity prior to submission. As such, the Publisher will be alleviated from any form of compensation if an ad is supplied in a non-preferred format, nor guarantee the accuracy of reproduction of any ad that does NOT meet mechanical specifications set out in this rate card.
5. Liability for damages allege to arise from errors in advertisements (outside of the set mechanical specifications) is not accepted by the Publisher beyond the actual amount paid for the space used by that part of the advertisement containing the error, regardless of onus or blame of such error.
6. The Publisher is not responsible for advertising material unless return delivery instruction from the Advertiser or Advertising Agency is provided within 30 days of publication date. It is the responsibility of the Advertiser or Advertising Agency to arrange for the disposition of artwork, proofs or digital materials prior to that time, otherwise materials will be destroyed. All requests must be submitted in writing to your Scott's Sales Representative.
7. Publisher will NOT be held responsible for consequential costs or other damages due to loss or damage of digital ad materials, art, proofs or transparencies.
8. Advertising rates are in Canadian funds and are subject to applicable taxes. Advertising rates are subject to change without notice.
9. Invoices are rendered at date of publication. Payment terms are Net 30 days from date of invoice and accounts are payable at office of publication in Canadian funds.

Sales Contacts:

Advertising Sales, Barbara Lebo, Lebo Media Services

T: (905) 709-2272 F: (905) 709-9787
Email: barblebo@rogers.com
Email: advertising@scottsdirectories.com

French Representation

T: (416) 510-6740 TF: 1-866-800-4860
F: (416) 510-6870 Email: ventes@scottsdirectories.com

Email Broadcasting, Rabiya Shaikh

T: (416) 510-6817 TF: 1-800-668-2374 ext. 6817
F: (416) 510-6870 Email: rshaikh@scottsdirectories.com

SCOTT'S
DIRECTORIES