

Ad Change Deadlines & Ad Sizes

For small business advertisers who need changes to their existing ad designed by Sugar Land Magazine

If you need us to make changes to your existing ad, please adhere to the following dates and deadlines. Due to software compatibility and copyright issues, we are not able to alter ads that we did not design.

ART CHANGE FORMS DUE

Please submit an AD CHANGE REQUEST FORM and any new text, photos, or logos by the deadline below:

February 30 (Spring Issue)
March 30 (Sugar Land Life Newcomer & Relocation Guide)
May 30 (Summer Issue)
August 30 (Fall Issue)
September 30 (Winter Issue)

If you need an AD CHANGE REQUEST FORM, email customerservice@cyfairmagazine.com.

HOW MUCH WILL IT COST?

Fees for changes to your Sugar Land Magazine ad will range between \$50-\$250, depending on the type and amount of changes needed.

FREE AD CHANGE WITH UPSIZE

To avoid graphic design fees, you may choose to upsize to a bigger ad and we will waive your ad change fees. Ask your customer service representative about this option if you're interested.

FINAL AD APPROVALS

You will need to be available for ad reviews/approvals (via email). We will need your signed ad approval form in our office by:

March 15 (Spring Issue)
April 15 (Sugar Land Life Newcomer & Relocation Guide)
June 15 (Summer Issue)
September 15 (Fall Issue)
December 15 (Winter Issue)

Ads that have not been approved by the 15th and require additional changes will be assessed a \$150 Rush Fee. When no approval is received, we reserve the right to run the last draft sent to you or a previous issue's ad. NOTE: We provide a total of 3 ad proofs before additional fees are assessed.

WEB SKYSCRAPER ADS

You may use the AD CHANGE REQUEST FORM to make changes to your web skyscraper ad, (nominal fees will apply). We must receive adequate materials from you at least two weeks before your ad is scheduled to go live on SugarLandMagazine.com or posting may be delayed.

SENDING ART MATERIALS

Please email forms and materials to your customer service representative or customerservice@sugarlandmagazine.com. Ad changes are not accepted until your AD CHANGE REQUEST FORM is received by our office. Files that are too large to be sent through email (over 5MB) may be sent using yousendit.com, a free file transfer service.

Questions? Please email your customer service representative or customerservice@sugarlandmagazine.com.

AD SIZES & DIMENSIONS

FULL PAGE

Final Trim Size:
8.37 in. X 10.87 in.

Live Area:
7.25 in. X 9.87 in.

Bleed Amount: .25 in.

FULL

HALF PAGE

(Horizontal)
7.25 in. X 4.85 in.

1/2

HALF PAGE

(Vertical)
3.54 in. X 9.87 in.

ONE THIRD PAGE

(Horizontal)
7.25 in. X 3.18 in.

1/3

ONE THIRD PAGE

(Vertical)
2.30 in. X 9.87 in.

QUARTER PAGE

3.54 in. X 4.85 in.

1/4

SUGAR LAND
MAGAZINE™
SUGARLANDMAGAZINE.COM



REV. 11.12