

TODAY

UPPER & CLAIR

The official publication of the School District and Township of Upper St. Clair

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2017 Production Deadlines

(If date extension beyond contract is permitted, specific allowances are detailed below.)

Publication Date	Spring 2017 March	Summer 2017 May	Fall 2017 August	Winter 2017 November
Articles Due	Jan 12	March 16	June 22	Sept 21
Ad Space Reservations (per contract) 2017 extensions	First Business Day of Jan Jan 16	First Business Day of March March 20	First Business Day of June June 26	First Business Day of Sept Sept 25
Final Ad Cancellation Date (per contract)	Jan 15	March 15	June 15	Sept 15
Artwork Due (per contract) 2017 extensions	Jan 5 Jan 24	March 5 March 28	June 5 July 11	Sept 5 Oct 3
Invoice Date	Feb 27	May 1	Aug 14	Nov 6
Payment Due Date (per contract) 2017 extensions	Apr 7 No Extension	June 7 No Extension	Sept 7 Sept 18	Dec 7 Dec 11
Magazine Street Date No earlier than	Early March March 6	Early May May 8	Mid August Aug 21	Mid November Nov 13

Contracts of 3-4X or greater:

•• Free graphic ad artwork (up to one hour)



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