

TODAY UPPER & CLAIR

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

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2020 Production Deadlines

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

Publication Date	Spring 2020 March	Summer 2020 May	Fall 2020 August	Winter 2020 November
Articles Due	Jan 9	March 12	June 18	Sept 24
Ad Space Reservations (per contract) 2020 extensions	First Business Day of Jan Jan 13	First Business Day of March March 16	First Business Day of June June 22	First Business Day of Sept Sept 28
Final Ad Cancellation Date (per contract)	Jan 15	March 15	June 15	Sept 15
Artwork Due (per contract) 2020 extensions	Jan 5 Jan 21	March 5 March 24	June 5 July 7	Sept 5 Oct 6
Invoice Date	Feb 28	May 1	Aug 14	Nov 13
Payment Due Date (per contract) 2020 extensions	Apr 7 No Extension	June 7 June 8	Sept 7 Sept 21	Dec 7 Dec 18
Magazine Street Date No earlier than	Early March March 2	Early May May 4	Mid August Aug 17	Mid November Nov 16

Contracts of 3-4X or greater:

•• Free graphic ad artwork (up to one hour = \$100 value)



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