**ORDER FORM**

**Online at** thegazette.com/milestones/submit-a-milestone

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**Step 1:** Choose your announcement category & date you would like the announcement to appear. (circle one)

<table>
<thead>
<tr>
<th>Thank You</th>
<th>Engagement</th>
<th>Anniversary</th>
<th>Day to Remember</th>
<th>Wedding</th>
<th>Events/Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Well Done</td>
<td>New Arrival</td>
<td>In Remembrance</td>
<td>Graduation</td>
<td>Other: __________</td>
<td></td>
</tr>
</tbody>
</table>

Date you would like your announcement to appear: __________

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**Step 2:** Online Publication: (no extra charge; check one – if neither box is checked, announcement will not run online)

- Yes, I want my announcement published online at thegazette.com. Please initial here: __________
- No, do not publish my announcement online.

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**Step 3:** Include text. Please Print (attach extra pages for more text)

Headline: __________________________
Additional Text: __________________________________________

Notes, special instructions, photo cropping information: (Provide an original, uncropped photo)

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**Step 4:** Choose your layout option. See reverse side for layout details and prices. (circle one)  
*Custom or multiple-photo layouts available*

<table>
<thead>
<tr>
<th>1/4-page</th>
<th>1/2-page</th>
<th>1/12-page</th>
<th>1/8-page</th>
<th>1/6-page</th>
<th>1/4-page</th>
<th>1/2-page</th>
</tr>
</thead>
<tbody>
<tr>
<td>$________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Step 5:** Payment method (please circle one)

- Cash
- Check # __________
- Credit/Debit - card #: __________

Exp. Date: __________
*CVV Code: __________

*The CVV code is a 3- or 4-digit code imprinted on the reverse side of VISA, MasterCard, and Discover cards, and on the front of American Express cards.

Signature: __________________________

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**Step 6:** Subscriber 15 Percent Discount - Are you a 7-day Gazette subscriber? If so, please initial here: __________ (We will verify subscriber status)

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**Step 7:** Contact Information

Name: __________________________
Address: __________________________
Home phone: __________________________
Email: __________________________

City, Zip: __________________________
Daytime phone: __________________________

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Mail completed forms to: Milestones, 116 Third St. SE, Cedar Rapids, IA 52401
Email to: milestones@thegazette.com
Phone: 319-368-8873
(CLOSED TO PUBLIC UNTIL FURTHER NOTICE)
Normal operating hours: 8 a.m. – 5 p.m., Monday – Friday

Office use only
Ad #: __________
Category/date: __________________________
Picture Size: __________________________
Amount due: __________
1/48-page layout option - $18 (TEXT ONLY)
(subscriber cost $15.30)
Layout size: 
3.1"W x 1.25"H
TEXT only:
Up to approx. 
50 words

Thank You!
We would like to thank our family and friends for all the cards, well wishes, notes and phone calls that made our 80th birthdays very special for us. We are grateful for all the love and thoughtfulness. Thanks again,
— Don and Dorothy Hannon

1/12-page layout option $55
(subscriber cost $46.75)
Layout size: 3.1"W x 4.7"H
If text only: Up to approx. 225 words
With standard image: Up to approx. 100 words
Standard image size:
2.94"W x 2.4"H
(2-image option or custom image sizing also available)

Etscheidt - Kluesner
Chris Etscheidt and Mary Beth Kluesner are excited to announce their engagement and upcoming wedding. Chris is the son of Barth and the late Ron Etscheidt of Anamosa. Mary Beth is the daughter of Mary Jo and Roger Kluesner of Ames. Mary Beth is a graduate of Anamosa High School and Iowa State University, with a bachelor of science in early childhood education. Chris is a graduate of Anamosa High School, Luter College, and Cavan College of Medicine at the University of Iowa. The couple plan to be married July 23rd in Ames.

1/8-page layout option $82
(subscriber cost $69.70)
Layout size: 3.1"W x 7.2"H, up to approx. 100 words with standard 2.94"W x 4.5"H image (multiple or custom image options available)
Please note vertical nature of this layout

1/4-page layout option $160
(subscriber cost $136)
Square layout size: 6.3"W x 7.2" H
Horizontal layout size: 9.5"W x 4.7"H
Up to approx. 225+ words (depending on image sizes; multiple-image options available)

1/6-page layout option $108
(subscriber cost $91.80)
Layout size: Either 3.1"W x 9.2"H (right) or 6.3"W x 4.7"H (shown below). With standard image: Up to approx. 225 words
Standard image sizes: Vertical 2.94"W x 4.5"H, Horizontal 6.17"W x 3.2"H. (Multiple or custom image options available)

1/2-page layout option $310
(subscriber cost $263.50)
Layout size: 9.5"W x 9.2"H
Up to approx. 225+ words (depending on image sizes; multiple-image options available)

Milestones Guidelines:
- Deadline for publication is Noon on the Friday nine days prior to publication.
- Prepayment is required for all submissions. We accept checks, cash, or credit/debit cards (Visa, MasterCard, American Express, Discover). Make checks payable to The Gazette.
- Photos – Announcements include full color photo(s), but you can submit black/white photos. Photos may be submitted by email, mail, or dropped off at The Gazette during business hours. A wallet-size photo or larger may be submitted. Glossy-finished photos reproduce the best. Please, do not cut photos down to size. Photos will be resized and cropped as needed. Photos will be returned if a self-addressed, stamped envelope is provided. Photos left at The Gazette will be discarded after two months. The Gazette will take reasonable care of photos submitted. The Gazette assumes no financial responsibility for original photos that are lost or inadvertently damaged in the process.

*Custom photo layouts available on 1/12, 1/8, 1/6, 1/4, and 1/2-page options only.

Staff is working remotely and we are unavailable for public walk-ins. Please call or email for assistance.