



5443 Fremontia Lane San Diego, CA 92115  
Phone: 619-269-2780 - Fax: 619-243-1484

### **Credit Card Payment Terms and Conditions**

In order to issue payment for advertisement with a credit card, the following terms and conditions must be in agreement:

1. **We require proof of publication within five days.** PRINT ADS: A legible tearsheet must show the ad copy in its entirety, name of publication, run date, and page number. Full-page electronic tearsheets in the form of PDFs are preferred and can be sent to tearsheets@jobelephant.com. You can also fax a copy to 619-243-1484. Otherwise, send a hardcopy to Jobelephant.com, ATTN: Tearsheets Department, 5443 Fremontia Lane, San Diego, CA 92115. ONLINE POSTINGS: Please send a direct link to the online posting to tearsheets@jobelephant.com. Other acceptable proofs can be in the form of a screenshot of the posting on the requested site or a detailed report with views and clicks for the posting's duration.
2. **Full refunds will be expected within 10 days if advertising does not run as agreed.** Print ads must run on the dates requested and online postings are required to go live within 24 hours of submission.
3. **The publisher/site, \_\_\_\_\_, agrees to charge our credit card for the specific advertising requested.** DO NOT keep our credit card number on file. Additional charges will not be allowed without our written consent.
4. The amount quoted needs to match the amount charged to our credit card.  
**AD# \_\_\_\_\_, will be in the amount of : \$\_\_\_\_\_.**
5. **Please associate this unique AD # with this order,** including any outgoing tearsheets/proofs, receipts or correspondences for quick order identification. Note that every ad we request is unique and should have its own corresponding AD #. We NEVER duplicate AD #s. If you feel you have been given an AD # for more than one order, contact the person who requested the advertising for further clarification.

#### **The individual responsible for charging the card:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date : \_\_\_\_\_