



Self-Serve Intake Form

Publication Information

Publication Name:

Email to receive orders / assets:

E-edition URL

E-edition username

E-edition password

Production Schedule

	Publish Day	Deadline Time	Deadline Day	Deadline Week
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Classifications (Notice Types)

Check all that apply

	Type of Notice	# of Insertions	Rate Type	Rate
	Fictitious Name Notice / Assumed Names			
	Warnings to Appear / Foreclosures			
	Warnings to Appear / Quiet Title Auctions			
	Miscellaneous Notices			
	Notice of Public Sales & Auctions			
	Notice of Probate / Estate Filings			
	Bid Notice and Request for Service			
	Notice of Public Meeting			
	Notice of Forfeiture			
	Court Filings			
	Government Publications / Notice of Hearings			
	Government Publications / Tax Notices			
	Government Miscellaneous Notices			
	Affidavits			



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Mechanical Information

Paper Size:

☐ Broadsheet

☐ Tabloid

Use the table below to record the mechanical information for your legal and public notice ads. Use the blank boxes at the bottom to include additional information we should know about.

Column Width		Gutter Width	
Max Depth		Font Family	
Font Style		Point Size	
Leading		Tracking	
Horizontal Scaling		Alignment	

Accounting Contact

In order to receive revenue funds promptly, our accounting team will be sending an invitation to your accounting team to connect to our Stripe Connect account. Please provide the name and contact information for who should receive the invitation. **IMPORTANT: Stripe Invitations expire 7 days from their origination date. Please respond accordingly.**

Name:

Email:

Phone:

Contact info of the person completing this form

In case we have any questions, please provide your name and contact info.

Name:

Email:

Completed Form and Fonts

Please email this completed form and the PC versions of your editorial fonts for legals to jallen@ipublishmedia.com.