

Wilson Times Announcement Guidelines

Congratulations on your special occasion. The Wilson Times will be happy to print your announcement for a small fee. The following are our guidelines and prices. We regret there can be no exceptions.

- Engagement announcements are \$25 and include a one column black and white photograph in a vertical format.
- Anniversaries are \$25 with one photograph and \$35 with two photographs. These photos are also one column, black and white, and must be in a vertical format.
- We offer three wedding options. The prices are \$30, \$50 and \$85. Each package includes a one column black and white photograph in a vertical format. If the \$85 announcement runs over 20 column inches, there will be an extra charge of \$16.75 per inch.
- Photographs can run larger than one column for an additional fee. Two column photographs are available for an additional \$140. A three column photo is an additional \$365.
- Photographs can be e-mailed to: jclevinger@wilsontimes.com. Make sure e-mailed photographs include your name and telephone number.
- Announcements run on Mondays. Forms and photographs must be turned in to Customer Service by noon Monday for inclusion in the following Monday's paper.
- Announcements may be proofed at the Customer Service desk between noon Wednesday and 4 p.m. Thursday before publication.
- All announcements must be paid for by Thursday at 4 p.m. prior to publication. Announcements that are not paid for will not appear in the newspaper.
- Make sure a contact name and daytime telephone number are listed on any form that you submit.
- We do not publish wedding announcements for couples who have been married more than six months and we do not accept written versions of an announcement or announcements published in another newspaper.
- You may pick up all forms at Customer Service or download the forms at www.wilsontimes.com, click on "Contact" and then "Downloads."
- Photographs can be picked up at Customer Service after publication. If you provide a self-addressed stamped envelope, we will be glad to mail the picture back to you.

***Once again, congratulations and thanks for making
The Wilson Times part of your celebration.***

**If you have further questions, contact Janelle Clevinger at 265-7811 or
jclevinger@wilsontimes.com**