

# Deadlines and Specifications

**PUBLICATION DAY IS FRIDAY OF THE FIRST FULL WEEK OF EACH MONTH**

**News:** Ten Days Prior to Publication

**Display Advertising:**

**Proof:** 5 p.m. Thursday the Week Prior to Publication

**Final:** 5 p.m. Friday the Week Prior to Publication

**Preprints:**

10 Days Prior to Publication

**Shipping Information:** All preprints must be delivered to The Letter Box, 936 Country Club Blvd., Cape Coral, FL. Shipments are accepted between 8:30 a.m. and 4:30 p.m., Monday through Friday. Closed Saturdays, Sundays and holidays.

**Mechanicals**

Ad Size	Inches (W)		Inches (D)
Full Page	10	x	16
Three Quarter Page	10	x	12
Half Page Horizontal	10	x	8
Half Page Vertical	5	x	16
Quarter Page Horizontal	10	x	4
Quarter Page Vertical	5	x	8
Eighth Page Horizontal	5	x	4
Eighth Page Vertical	2.5	x	8
Business Card	3.25	x	2
Double Business Card (H)	6.5	x	2
Double Business Card (V)	3.25	x	4

**Specifications:**

- All ads submitted should be a PDF file format.
- EPS, JPG or TIF files may also be accepted.
- All fonts must be embedded/included in the file.
- Files must be either grayscale or CMYK with a minimum resolution of 200 DPI.
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Send digital photos in highest resolution possible. Send files via email to [publisher@swfloridabusinesstoday.com](mailto:publisher@swfloridabusinesstoday.com).



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