

FBN Publication Order Agreement

BILLING INFORMATION – Print legibly

Name _____ Company _____

Phone Number _____ Fax Number _____

Address _____ City _____ State _____ ZIP _____

Email address _____

FBN STATEMENT – You must submit a copy of your filed statement with this order. The statement has a bar code in the upper right hand corner. Please be sure the text and the filing date/number are legible.

Registration Date (below bar code) _____ No. names registered _____ Number of Owners _____

Deadlines, Verification and Payment

Deadlines: The Argonaut publishes every **Thursday** of the year. Deadline is **Friday** 12pm for the **following Thursday**. Weeks that include major holidays such as Thanksgiving, Christmas and New Years have earlier deadlines. Please inquire in advance if you are concerned about the 1st date of publication. Orders submitted after **Friday** 12pm may be published if space is available but may be subject to an additional late fee of \$25.

Verification: As soon as your order is entered in our system, we will email a copy of your payment receipt. After the 4th insert is published, we will send the proof of publication affidavit to the Los Angeles County Clerk. When the County Clerk returns the registered affidavit, we will email/mail a copy to you.

Payment is due prior to the publication of the 1st insert. Please submit your payment with this order. **Rate is \$50.00 for 1 FBN with 2 names/2 registrants.** If you have additional FBNs or registered owners, the charge is \$5 for each additional name/registrant. *Abandonment of Use of FBN or Withdrawal from FBN Partnership* notices have the same publishing requirements and pay the same rates as FBN notices. Please include late and/or special handling fees, if applicable.

Method of Payment (circle one) **CASH CHECK CREDIT CARD** (credit card payments: see below*****)

I authorize The Argonaut to publish my FBN notice(s) according the terms stated above. I have submitted full payment in check or cash or hereby authorize The Argonaut to charge my credit card account listed below.

Signed _____ Date _____

*****For credit card payment – complete section below*****

Credit Card # _____ Exp. Date _____

Name on Card Account _____ Security Code* _____

*last 3 on the back of Visa, MC, or Discover card or 4 on front of AMEX card

..... **FOR OFFICE USE ONLY**

Cash Received \$ _____ Date _____ By _____

Rec'd _____ by _____ Acc't# _____

INSTRUCTIONS

1. Enclose the following items with your order:

- **Completed and signed FBN Order Agreement**
- **Copy of your FBN statement with the Registrar-Recorder's bar codes*****
- **Payment** – make check payable to “The Argonaut” or provide credit card info on order form.

*****IMPORTANT NOTE:** Your FBN statement must have been filed with the LA County Registrar-Recorder/ County Clerk not more than 30 days from the 1st date of publication. Look at the top right corner of the statement. If the date above the barcode is less than 30 days from the 1st publication date, it's OK to submit. If the filing date is more than 30 days prior, the statement is no longer valid for publication and you will have to refile your statement with the **RR/CC**. Please do not send copies of FBN statements that have not been registered by RR/CC. We are will not publish FBN statements that do not have the RR/County Clerk's bar code and stamp.

2. Submit your order to The Argonaut:

- **email to:** ann@argonautnews.com Mail check to address listed below.
- **Mail to:** The Argonaut, PO Box 1349 South Pasadena , CA 91031 Attn: Legal Dept.

3. We will confirm the receipt of your order by email. Payment receipts will be emailed after 1st publication date.

If you have questions about FBN filing or publication, please call Ann Browne at (626) 584-8747 . Most questions can be answered by phone or email. if you prefer to come in person for assistance, please call for an appointment first.

FOR FURTHER INFORMATION

Voice: Ann Browne (626) 584-8747
Email: ann@argonautnews.com
Fax: 626-795-0149 **Attention:** Ann Browne
Mail orders to: PO Box 1349 South Pasadena , CA 91031
ATTENTION Ann Browne
