

**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:** Pasadena Weekly publishes every **Thursday** of the year. Deadline Friday 11am to publish that 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 1<sup>st</sup> date of publication. Orders submitted after **Friday 11am** may be published if space is available but may be subject to an additional late fee of \$25.

**Verification:** You will receive a receipt and tear via email when your order is process into our system. 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 a copy to you. Additional affidāvits and/or other special requests may be filled but will subject to additional fees ranging from \$5-\$25. Please inquire about special requests.

**Payment** is due prior to the publication of the 1<sup>st</sup> insert. Please submit your payment with this order. **Rate is \$40.00 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 Pasadena Weekly to publish my FBN notice(s) according the terms stated above. I have submitted full payment in check or cash or hereby authorize Times Media Group 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 “Pasadena Weekly” 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 1<sup>st</sup> 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 Pasadena Weekly:

- **Email** scanned documents to: [annt@pasadenaweekly.com](mailto:annt@pasadenaweekly.com)
- **Mail** to: Pasadena Weekly, [PO Box 1349 South Pasadena , CA 91031](mailto:annt@pasadenaweekly.com) Attn: Legal Dept.

### 3. We will confirm the receipt of your order by phone, or email. Payment receipts will be mailed after 1<sup>st</sup> publication date.

If you have questions about FBN filing or publication, please call Ann Turrietta 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.

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## FOR FURTHER INFORMATION

**Voice:** Ann Turrietta 626-584-8747

**Email:** [annt@pasadenaweekly.com](mailto:annt@pasadenaweekly.com)

**Mail orders to:** Pasadena Weekly, PO Box 1349 South Pasadena , CA 91031  
**ATTENTION Ann Turrietta**

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