



Valir Outpatient Local Advertising and Sponsorship Request Process

1. Artwork requests should be submitted via the artwork request form and include the following details:
 - Artwork deadline
 - Artwork dimensions
 - Type of publication artwork will be used in (online, print, etc)
 - Color or B & W
 - Contact person for any questions regarding artwork
2. All ad artwork requests should be submitted to valmark@valir.com.
3. A check request for payment should also be filled out and sent to Valir's Accounts Payable Department, accountspayable@valir.com and copied to valmark@valir.com for tracking purposes.

The person submitting the check request and artwork request will be responsible for making sure the payment is received by the appropriate person by the deadline required.