

## IBI Classifieds

### Commercial Real Estate Listings

- Cost for each classified listing is \$45 for four lines of copy, with a \$20 charge for each additional line.
- All listings must be paid for in advance by the 18th of the month prior to publication, i.e. January 18th for the February issue.
- All listings must be received in the CIBP office in writing by the 10th of the month prior to publication, ie: January 10th for the February issue.
- Reminders will be sent each month prior to the deadline along with a proof of your classifieds for approval. All changes must be clearly marked.
- If CIBP is not notified by email or fax of changes or approvals by the 10th, the previous month's information will be published.
- Classifieds may be sent via fax or email to *production@peoriomagazines.com*. However, we ask that all changes and additions be typed or clearly marked and visible.

### Free Classifieds

- Realtors with a signed 12-month contract for display advertising in *InterBusiness Issues* may have up to the following number of commercial classified listings (4 lines) per month at no charge:
  - full page.....14**
  - half page vertical..... 8**
  - double basic.....7**
  - basic.....4**
- Additional listings can be added at a charge of \$20 per listing.

### Approved Abbreviations

\$2.00..... \$2	between.....btw	industrial.....ind	South..... S
\$100,000.00 .....\$100,000	Boulevard.....Blvd	Interstate 74..... I-74	square feet ..... sf
acre(s) .....ac(s)	building..... bldg	lower level.....LL	Street.....St
and.....&	Center..... Ctr	North..... N	triple net..... tn
apartment..... apt	Circle.....Cir	office..... ofc	upper level.....UL
at.....@	Court.....Ct	overhead door..OH door	warehouse.....whse
available.....avail	Drive.....Dr	per square foot .....psf	West..... W
Avenue.....Ave	each..... ea	Road.....Rd	with.....w/
average.....avg	East..... E	Route.....Rt	without.....w/o

### Format

- Four lines of copy in the *InterBusiness Issues* Commercial Real Estate Classifieds section is equal to two lines of copy in a Microsoft Word document with 10 pt Courier New font (1.25" margins).
- Classifieds should be submitted using the following format to ensure consistency throughout the publication:
  - Address, City, Type of building, square feet. For sale, lease, or both. Zoning specifications. Extra information. Price for sale and/or lease. Agent name and phone number.**
- Approved abbreviations below should be used as necessary.
- Please use a single space between sentences.
- Decimal points should not be used in prices, i.e. \$2 for \$2.00, \$100,000 for \$100,000.00. For prices with a portion of a dollar, a decimal point can be used, i.e. \$2.50.
- Phrases completely in uppercase letters are not allowed, i.e. FREE RENT.
- Sub-headings should be selected by the realtor. If no sub-heading is chosen, we will select a heading at our discretion.
- A period should appear at the end of each entry.

