

## 2023-2025 LEGAL NOTICE RATE CHANGE REQUEST

<b>NEWSPAPER NAME</b>	
<b>COMPANY NAME (IF DIFFERENT FROM NEWSPAPER)</b>	
<b>CITY WHERE NEWSPAPER IS PRINTED</b>	
<b>OFFICIAL NEWSPAPER FOR COUNTY (If yes, provide County information)</b>	
<b>CONTACT NAME</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>NEWSPAPER PUBLISH DAYS</b>	___ S ___ M ___ T ___ W ___ TH ___ F ___ SAT
<b>E-PAPER PUBLISH DAYS</b>	___ S ___ M ___ T ___ W ___ TH ___ F ___ SAT
<b>DATE YOU STARTED OR WILL START USING FONT SIZE, COLUMN WIDTH, FONT STYLE</b>	
<b>COLUMN WIDTH IN INCHES* (E.G. 2.5" OR 2-1/2")</b>	
<b>FONT SIZE</b>	
<b>FONT NAME (E.G. HELVETICA)</b>	

### DIRECTIONS

1. Complete the "2023-2025 Legal Notice Rate Change Request". If you are using more than one font type, font size, or column width, please complete a separate form and tear sheet with required alphabet for each.
2. Provide a newspaper tear sheet containing at least one legal notice line ad from a recent publication.
3. Provide a font sample on a separate sheet of paper. A font sample must be an original and must be produced with your publication software. Do not use other software (such as Microsoft Word™), copy, fax machines, or email because it may distort the sample. Below is an example of what this must look like:

**Calibri 12 (this should be the font type and font size used in your newspaper for your legal notices)**

abcdefghijklmnopqrstuvwxyzabcdefghijklmnopqrstuvwxyz

4. Mail the three required items to the following address:

OMB State Procurement Office, 4<sup>th</sup> Floor  
600 E. Boulevard Avenue  
Bismarck ND 58505

If you have questions, please contact Sara Bilden at sbilden@nd.gov or 701-328-0819.

**Important: anytime your newspaper changes font type, font size, or column width, you MUST submit an updated RATE CHANGE REQUEST with all necessary attachments.**

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Printed Name

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Signature

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Date