

**Ads & Data**

Mediahuis Print Publications

**How do you  
supply materials?**

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# 1/ Do you have a ready-made PRINT advertisement?



## STEP 1: Receipt of your order

As soon as we receive your order, we ensure it is processed correctly.

## STEP 2: Uploading your ready-made advertisement

You will receive an email from us containing a hyperlink that takes you directly to a webpage in Adpoint. On this page, you can upload your ready-made advertisement in PDF format. [Click here](#) for the manual.

The advertisements are checked for format, resolution, and fonts, and you will immediately receive feedback indicating whether the advertisement meets all publication requirements.

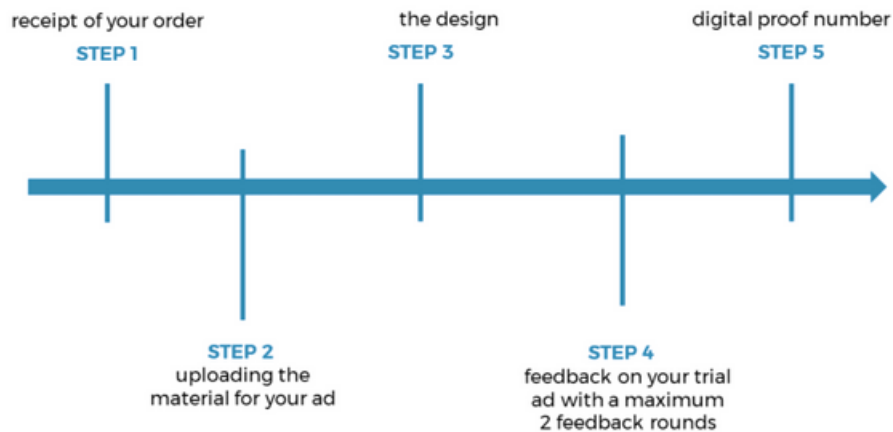
## STEP3: Publication

Your advertisement is ready to be published in our media.

## STEP 4: Digital proof copy

Once your advertisement has been published, you will receive an email containing a hyperlink to your digital proof copy.

## 2/ Do you have your PRINT advertisement designed by Mediahuis' graphic design department?



### STEP 1: Receipt of your order

As soon as we receive your order, we ensure it is processed correctly.

### STEP 2: Uploading materials for your advertisement

You will receive an email containing a hyperlink that takes you directly to a webpage in Adpoint. On this page, you can upload the various individual materials for your advertisement, such as a logo, photos, and text. In addition, you will complete a briefing. This allows the graphic design department to understand how the advertisement should look according to your wishes.

[Click here](#) to complete and download your briefing. Consult the manual [here](#).

### STEP 3: Design

As soon as the materials have been received, the design of your advertisement will begin.

### STEP 4: Feedback on your proof advertisement

You will receive an email linking you to a webpage in Adpoint containing your proof advertisement. On this page, you can either approve the advertisement or provide corrections.

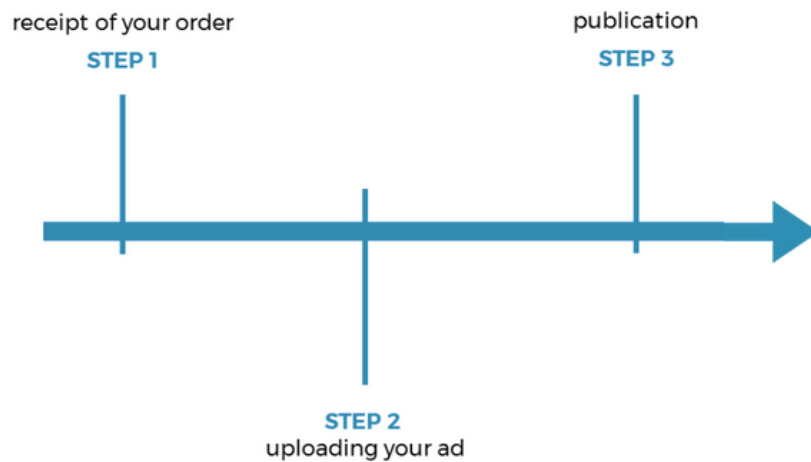
Please review your advertisement carefully, as you are entitled to a maximum of two feedback rounds.

- *Are you satisfied with your first proof advertisement and approve it for publication?* Then approve the advertisement.
- *Would you like to make changes to your first proof advertisement?* You can do so using a convenient annotation tool. [Download the manual for approving advertisements here](#). After the requested changes have been implemented, you will receive an email with the second proof advertisement.
- *Would you like to make changes to your second proof advertisement?* This can again be done using the annotation tool. **This is the final opportunity to submit changes.** After the requested changes to the second proof have been implemented, you will receive an email containing the final advertisement as it will appear in our media.

### STEP 5: Digital proof copy

Once your advertisement has been published, you will receive an email containing a hyperlink to your digital proof copy.

### 3/ Do you have a ready-made ONLINE advertisement?



#### STEP 1: Receipt of your order

As soon as we receive your order, we ensure it is processed correctly.

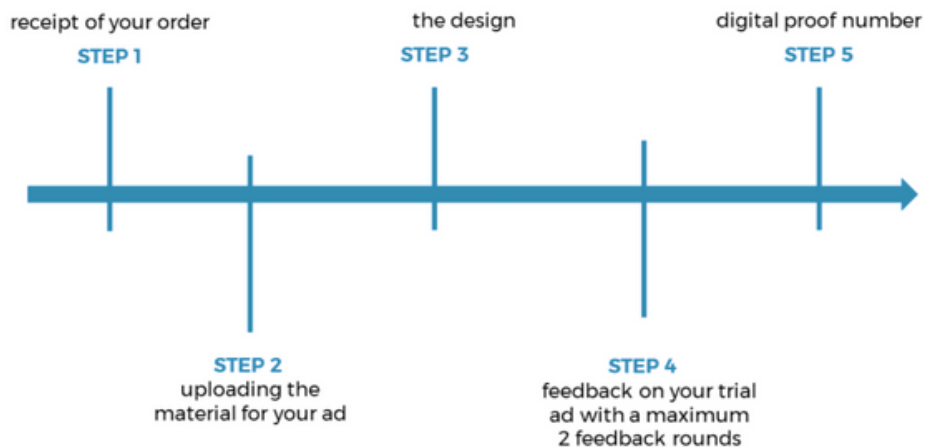
#### STEP 2: Supplying your online advertisement

No later than three days before the start of your campaign, you will receive an email asking you to send your ready-made advertisement by email.

#### STEP3: Publication of your online campaign

Your online campaign is ready to be published in our media.

## 4/ Do you have your ONLINE advertisement designed by our graphic design department?



### STEP 1: Receipt of your order

As soon as we receive your order, we ensure it is processed correctly.

### STEP 2: Supplying component materials and briefing for your advertisement

You will receive an email from us requesting your materials. We require both the individual materials (such as a logo, photos, and text) and a completed briefing for the design. This enables the graphic design department to create the online advertisement according to your wishes.

[Click here](#) to complete and download your briefing. Please provide the individual materials and the completed briefing by replying to this email.

### STEP 3: Design

Van zodra het materiaal ontvangen is, wordt er met het ontwerpen van je online advertentie gestart.

### STEP 4: Feedback on your proof advertisement

You will receive an email containing your proof advertisement. At that point, you can choose to approve the advertisement or request corrections.

Please review your advertisement carefully, as you are entitled to a maximum of two feedback rounds.

- *If you approve the first proof advertisement for publication, please confirm your approval by email.*
- *If you would like to make changes to the first proof advertisement, reply to the email and describe the requested changes as clearly as possible. After the changes have been implemented, you will receive an email with the second proof advertisement.*
- *If you would like to make changes to the second proof advertisement, this is possible, but this will be the final opportunity to submit changes. After the requested changes to the second proof have been implemented, you will receive an email containing the final advertisement as it will appear in our media.*

### STEP 5: Publication of your online campaign

Your online campaign is ready to be published in our media.