



[Homepage](#) | [Advertise](#)

Advertising Process: Q & A

There are 4 simple steps in advertising with Richmondspotlight.com

Step 1:	Select the type of advertising services you would like to have.
Step 2:	Submit all content, images, website links and the type of advertising or sponsorships services you would like to have to info@richmondspotlight.com * Business: Please submit a description or the message you would like to advertise. * Events: Please submit date, time, and description of each event. * E-marketing: Please provide how many e-blast you would like to send, include the subject and message of your advertisement.
Step 3:	Once your information is received an invoice for payment will be sent to you via email.
Step 4:	Once payment has been made, your ad will be created and posted. Payment can be made online.

Please allow 3 business days to complete ad request.

Advertising Requirements

Agreements & Contracts

Agreements or contracts are made in accordance with time and price schedules via advertising rates. Customer allows Richmondspotlight.com to use or modify the information, data, text, and messages. We do not accept all submitted images for ads or invitations to be delivered to our members. Rates are subject to change.

Ad Requirements

Allow three (3) business days for all advertising ad content to be completed before posting.

Changes & Deadlines

If content is changed once development work has begun, delivery date may be delayed. If there is a change after posting ad, it must be submitted within 2 days after posting ad. Additional cost may apply for changes.

Payment Policy & Cancellations

Information and payment must be settled before service is started. If arranged payment is not received on the said date, a **\$10 late fee** will be access the day after the agreed date & every 30days there after. A 50% refund of the cost is reimbursed to the customer, if the request to cancel is submitted to RSL within 3-days of RSL receiving the content package.

1. **We accept Visa, MasterCard, American Express, Discover and Money orders or Paypal.**
2. We accept company checks **ONLY**. Please allow seven business days for checks to clear. Production will not begin until the check has cleared.

3. Service charge of **\$35.00** will be assessed for any returned checks.

Richmondspotlight.com (MsourceE, LLC)
P. O. Box 1046
Glen Allen VA, 23060
For additional questions contact **1-877-355-RSL1 (7751)**