



*A Chapter of the Association of Legal Administrators*

## 2019 BUSINESS PARTNER PROGRAM REGISTRATION FORM

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**Company Name:**

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**Sponsorship Level:**

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**WEBSITE CONTACT #1**

(How Your Contact Information  
Will be Displayed on our  
Website):

**Name and Title:**

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**Street Address:**

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**City, State and Zip Code:**

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**Phone Number:**

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**Email Address:**

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**Website Address:**

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**Website Contact #2  
(If Applicable):**

**Name and Title:**

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**2<sup>nd</sup> Contact Phone Number:**

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**2<sup>nd</sup> Contact Email Address:**

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**Registration Form Contact:  
Name and Title:**

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**Phone Number:**

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**Email Address:**

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If you are a new Business Partner,  
how did you learn about OC-ALA?  
If you were referred by an  
ALA Member, please provide  
that person's name.

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**OC-ALA values and appreciates your support! Our goal is to enhance the partnering relationship between our Members and Business Partners.**

<b><u>Business Services Category Listings (Mark Appropriate)</u></b>		
<b>Number of Selections determined by sponsorship level</b>		
Accounting	Employee Benefits	Off-Site Backup & Disaster Recovery
Archive Management Services	Employment Services	Office Machine Sales/Service
Artwork/Art Consultants	Ergonomic Office Solutions	Office Supplies
Banking Services	Facilities Management	On Line Court Services
Beverage Services	Financial Services	Overnight Delivery
Catering Services	Furniture	Payroll and Human Resource Services
Cleaning - Carpet, Upholstery & Textile Care	Hotel Accommodation Discounts	Printing and Engraving Services
Cloud Computing	Insurance Brokers	Real Estate Consultants
Computer Services	Interior Design Services	Records Management
Copying/Imaging	Legal Macro/Template Software	Retirement Services
Courier/Court Services	Legal Research Solutions	Storage and Information Management Services
Court Reporting Services	Legal Software	Subpoena and Records Retrieval Services
Discounts for Law Firms & Employees	Litigation Services	
Document Management	Marketing/Public Relations	Other (please state):
eDiscovery Services	Moving Services	

**COMPANY DESCRIPTION (50-WORD MAXIMUM)**

<p>RENEWING - KEEP THE SAME AS LAST YEAR, OTHERWISE PLEASE PROVIDE:</p>
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**BUSINESS PARTNER LOGO SPECIFICATIONS for WEBSITE and eNEWSLETTER**

Please email your color logo to [ocalabpreg2019@gmail.com](mailto:ocalabpreg2019@gmail.com) by December 15, 2018

**High Resolution Logo**

JPG Logo - 180 pixels wide by 50 pixels high

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**BUSINESS PARTNER CONTACT(S) PHOTO SPECIFICATIONS for WEBSITE and DIRECTORY**

Please email your photo(s) to [ocalabpreg2019@gmail.com](mailto:ocalabpreg2019@gmail.com) by December 15, 2018

**High Resolution Photo**

JPG Photo – 1MB or higher file size, or 300 DPI

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**DIRECTORY ADVERTISEMENT SPECIFICATIONS (Diamond and Platinum Levels Only)**

Please email your artwork to [ocalabpreg2019@gmail.com](mailto:ocalabpreg2019@gmail.com) by January 15, 2019

**High Resolution Image**

JPG Image – 1MB or higher file size, or 300 DPI

OPTIONS	SIZE
Full Page (Color)	4 1/2" w x 7 1/2"

Half Page (Inside Back Cover)      4½" w x 3¾" h

*\*Artwork for Directory must be received by 1/15/19  
in order to meet printing deadlines.*

## 2019 BUSINESS PARTNER LEVELS

VISA, MC & AM EX CREDIT CARDS ACCEPTED (See Below)

### Business Partner Level Selection:

**Diamond Level \$10,000**

**Platinum Level \$8,000**

**Gold Level \$6,000**

**Silver Level \$4,000**

**Bronze \$2,000**

OC-ALA reserves the right to terminate this Agreement and Business Partner's participation in the Program immediately without recourse in the event:

- OC-ALA discovers, at any time, that any information included in Business Partner's application to participate in the Program is false, misleading, no longer true or otherwise inaccurate; or
- Business Partner has acted, in OC-ALA's opinion, to have conducted its business in a dishonorable, unprofessional or immoral manner or otherwise conducted itself in a manner considered prejudicial to the best interests of, or inconsistent with, the purposes of OC-ALA.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Checks should be made payable to: OC-ALA, Tax ID#33-0377902  
(W9 Provided Upon Request)

Please mail Checks to:

**Karen Kubani**  
c/o Gibson, Dunn & Crutcher, LLP  
3161 Michelson Drive Irvine, CA 62612  
Phone: (949) 541-4308

Please email:

Requests for an invoice and/or link to pay online  
[kkubani@gibsondunn.com](mailto:kkubani@gibsondunn.com)

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## Registration Checklist

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Completed

1. Email Completed Registration Form to <a href="mailto:ocalabpreg2019@gmail.com">ocalabpreg2019@gmail.com</a>	Pages 1-4
2. Mark Business Service Category(ies)	Page 2
3. Company Description (50 word maximum)	Page 2
4. Email Color Logo For Website and eNewsletter to <a href="mailto:ocalabpreg2019@gmail.com">ocalabpreg2019@gmail.com</a> by <u>December 15, 2018</u> . (Format must be JPG - 180 pixels wide by 50 pixels high.)	Page 3
5. Email Website and Directory Photo(s) ( <b>All Levels</b> ) to <a href="mailto:ocalabpreg2019@gmail.com">ocalabpreg2019@gmail.com</a> by <u>December 15, 2018</u> . (Format must be JPG – 1 MB or higher file size, or 300 DPI.)	Page 3
6. Email Directory Advertisement Artwork ( <u>Diamond and Platinum Levels Only</u> ) <a href="mailto:ocalabpreg2019@gmail.com">to ocalabpreg2019@gmail.com</a> by <u>January 15, 2019</u> . (Format must be JPG – 1 MB or higher file size, or 300 DPI.)	Page 3
8. Pay By Check Or Pay By Credit Card. <b>Please send an email to <a href="mailto:kkubani@gibsondunn.com">kkubani@gibsondunn.com</a> requesting an invoice and/or link to pay online.</b>	Page 4

Checks should be made payable to: OC-ALA, Tax ID#33-0377902

Please email: [Requests for an invoice and/or link to pay online  
kkubani@gibsondunn.com](mailto:kkubani@gibsondunn.com)

[Registrations, Photos, Logos, Ad Artwork  
ocalabpreg2019@gmail.com](mailto:ocalabpreg2019@gmail.com)

Please mail checks to: Karen Kubani  
c/o Gibson, Dunn & Crutcher, LLP  
3161 Michelson Drive Irvine, CA 62612  
Phone: (949) 541-4308