## ADVERTISING GUIDELINES

United American makes available to Agents pre-approved, ready-to-use print ads, as well as sales and advertising materials to assist your prospecting efforts. You can also design your own. When you choose to write your own advertising materials, the following guidelines need to be observed.

## GENERAL ADVERTISING GUIDELINES



- 1. Any type of sales or advertising materials such as print ads, TV or radio scripts, Internet website copy, flyers or direct mail lead pieces must be submitted to the Home Office for written approval *prior* to publication or use.
- 2. Send the advertisement to the Compliance Department, Attention: Mike Gaisbauer.
- **3.** Allow a two week turnaround time for the review and evaluation process. If prior state approval of the advertisement is required, expect additional delays.
- 4. Any field-generated ad which has been submitted and approved should not be used more than 60 days without obtaining written reapproval from the Home Office. This does not include Company provided ads.
- 5. United American bears no part in any expense in preparing or publishing field-generated advertising materials. We also will not write advertising copy for individual Agents, Branches or Agencies.
- 6. You must furnish final published advertisements, website addresses, cassette of radio/TV spot, etc. to the Home Office for the Company's records.
- 7. You may NOT cut and paste parts of any Company pre-approved materials to create your own sales piece without first sending it to Compliance for review and approval. Reminder: The Company magazine is not intended as advertising material. Its purpose is Agent training and communication.

## WRITING AD COPY



- Clearly identify the full name of the Company as "United American Insurance Company" at least once in the body copy. Best placement for this is at or near the top of the ad.
- Clearly identify products and services mentioned in the sales piece.
- Use words and concepts that your intended audience can clearly understand. Avoid ambiguous or misleading copy, such as 'the greatest,' 'best,' 'comprehensive,' 'only,' etc.
- Font size of the ad copy cannot be any smaller than 10 point type.
- Policy form numbers and proper disclaimers are required when mentioning company
  ratings or specific products and these will be added by the Home Office. Advertising
  form numbers are required on all advertising and must be in the bottom left hand corner
  of ads.
- Use the most recent figures available when citing general financial information or statistics, or any specifics about the Company, its ratings or products. Provide the source and date of information. Statistics more than two years old should not be used (e.g. In 1999, do not use stats published before 1997).
- Regulations prohibit the use of disparaging, unfair or incomplete comments and comparisons of competitor products, ratings, benefits, services, etc.