



Classified advertising insertion order

Reserve your space by fax. Send this sheet to 301-270-7241.

To: **Advertising/Production Director, Current Newspaper**

Date today: _____

Reserve space for a: boxed classified (\$62/column inch). Total col. in _____

regular classified (\$1.15/word). No. of words: _____

For the [date] _____ issue of *Current*.

Job (or other matter) to be advertised _____

My name: _____ My Title: _____

Phone no. _____ Fax: _____

E-mail: _____ Purchase order no., if any: _____

Office Use Only

Client

Copy Location

Final Word Count

Final Price

Proof Sent
Recv'd

RFI

If total is less than \$100, pre-payment by credit card or check is required.

If pre-paying with credit card, enter credit card information below.

If pre-paying by check (not recommended), *Current* must receive check on or before space reservation deadline (usually the Monday before each issue).

I understand that *Current* will bill me at the per-inch or per-word rate specified above.

I will pay by credit card. Please charge \$ _____ to the card

Visa MasterCard American Express

Card no. _____ Expires _____

Card is in name of: _____

Billing address for card: _____

Please send receipt by mail or by fax

I am prepaying by check (see boxed note above).

Please bill us. The total charge is \$100 or more. Send invoice to this person and address:

I agree to place the specified ad in issue of *Current* Newspaper on the date given. If I cancel the ad after deadline or fail to provide materials by deadline, I understand that I will be charged the full ad rate.

Signed _____ (MY NAME)

_____ (SIGNATURE)