

INSERTION ORDER

within 2 hours

CLIENT
CLIENT INSERTION ORDER
BILL TO
ADDRESS
CITY
PROVINCE POSTAL CODE
CONTACT
ADDRESS
PHONE
E-MAIL
WEBSITE
MATERIAL CONTACT
PHONE
E-MAIL

AD TYPE	GROSS	QTY	PRICE PER AD	NET
<input type="checkbox"/> Inside Front Cover				
<input type="checkbox"/> Inside Back Cover				
<input type="checkbox"/> Opp. Inside Back Cover				
<input type="checkbox"/> Back Cover				
<input type="checkbox"/> Full Page				
<input type="checkbox"/> Half Page				
<input type="checkbox"/> Quarter Page				
<input type="checkbox"/> Other:				
TOTAL				

AD TYPE	GROSS	QTY	PRICE PER AD	NET
<input type="checkbox"/> Inside Front Cover				
<input type="checkbox"/> Inside Back Cover				
<input type="checkbox"/> Opp. Inside Back Cover				
<input type="checkbox"/> Back Cover				
<input type="checkbox"/> Full Page				
<input type="checkbox"/> Half Page				
<input type="checkbox"/> Quarter Page				
<input type="checkbox"/> Other:				
TOTAL				

AD TYPE	GROSS	QTY	PRICE PER AD	NET
<input type="checkbox"/> Inside Front Cover				
<input type="checkbox"/> Inside Back Cover				
<input type="checkbox"/> Opp. Inside Back Cover				
<input type="checkbox"/> Back Cover				
<input type="checkbox"/> Full Page				
<input type="checkbox"/> Half Page				
<input type="checkbox"/> Quarter Page				
<input type="checkbox"/> Other:				
TOTAL				

DATE
SALES REP
SECTION
BANNER PAGE
<input type="checkbox"/> New material supplied
<input type="checkbox"/> New ad to be created
<input type="checkbox"/> Repeat from:
<input type="checkbox"/> Repeat with changes from:
Agency: <input type="checkbox"/> Yes <input type="checkbox"/> No
Edition: <input type="checkbox"/> Toronto <input type="checkbox"/> Other:

REQUEST FOR NEW AD DESIGN (invoiced separately)
<input type="checkbox"/> Full page \$200 <input type="checkbox"/> Half page \$125 <input type="checkbox"/> Quarter page or smaller \$75
Contact: <input type="checkbox"/> As shown above

SPECIAL INSTRUCTIONS:

Ads which require resizing will be subject to \$65 alteration charge.
All Accounts are due in full upon receipt of invoice post-publication.

AUTHORIZED SIGNATURE:
FOR
SIGNATURE
NAME (PRINT)
TITLE
DATE