



Insertion Order

This insertion order is required for placing advertising in The ITEA Journal of Test and Evaluation. Insertion orders from authorized advertising agencies will substitute this document.

Year(s) _____

March June September December

I hereby authorize The ITEA Journal of Test and Evaluation to place advertising in the above issue (s) at the rate stated. I understand that I will be billed for the quoted plus any production charges incurred for ads not considered camera-ready. I also understand that all charges are due within 30 days from the billing date and that a finance charge of 1.5% will be applied to any unpaid balance after 30 days.

Advertiser _____

Agency _____ Purchase Order # _____

Ad size _____ Page size _____ Color _____

Number of insertions _____ Position _____

Rate \$ _____ Position \$ _____ = Subtotal \$ _____

-Discounts \$ _____ = Net Rate@\$ _____ (please see rate card for more information on rates)

Comments, Ad Title & Special Ad Instruction

ITEA Advertising Manager: _____ Date: _____

Advertiser/Agency Phone Fax Email

Person placing advertising Address City/State/Zip

Billing Address

Signature: _____ Date: _____

*Please note that this insertion order may not be changed or cancelled after the space closing deadline. Please send insertion order and all ad materials to: Advertising Manager, 810 East 10th Street, Lawrence, KS 66044. Order form may also be faxed to 785-843-1853. Please call 800-627-0326 for additional information.