The ITEA Journal of Test and Evaluation

Advertising Contact:
Kathi Swagerty
Kathi@itea.org

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) 2022

☐ 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

Billing Address

Signature: Date:

*Please note that this insertion order may not be changed or cancelled after the space closing deadline. Please email insertion order and all ad materials to Kathi@itea.org. Please call 703-631-6220 for additional information.