**Insertion Order**

**Month of publication:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of order:**\_\_\_\_\_\_\_\_\_\_\_

**Name of business:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact person:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of student selling ad:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ad size:** \_\_\_\_\_\_*column inches (across)* x \_\_\_\_\_\_ *height* **Total inches:** \_\_\_\_\_\_\_\_

**TOTAL COST OF AD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Paid: \_\_\_\_\_ Please bill:\_\_\_\_\_**

**If paid: \_\_\_\_\_\_ cash \_\_\_\_\_\_\_check check #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please sketch the ad in the space provided below. If the business has a copy of an ad they would like to use, please attach it to the space below.