

**O&P JOBS INSERTION ORDER** [opedge.com/classifieds](http://opedge.com/classifieds)

*This completed insertion order must be returned before your ad is posted online and placed in the next available print issue.*

- 50 words or fewer ..... \$299
- 51-75 ..... \$375
- 76-95 ..... \$450
- 96-120 ..... \$525
- 121-150 ..... \$675
- ¼ Page Box Ad ..... \$775
- ½ Page Box Ad  Vertical or  Horizontal ..... \$1175
- Full Page Ad ..... \$1950
- Blind Ad (anonymous ad with email forwarding service) ..... add \$30
- Bulleted Ad ..... add 20%
- O&P Job Board (with select meeting issues) ..... \$140

- Immediate Online Placement ..... add \$125 to print price
- Self Placed Online Only w/Logo (up to 150 words) ..... \$125/month
- Online Only w/Logo Placed by EDGE (up to 150 words) ..... \$150/month
- Online Only Medium Rectangle (300px x 250px) ..... \$300/month

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- O&P Jobs E-newsletter Standard Listing ..... \$160/4 weeks
- O&P Jobs E-newsletter Leaderboard ..... \$560/4 weeks

**Please check the box(es) and reserve space in the following month(s):**

- |   |                                   |                                      |
|---|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Run until further notice | <input type="checkbox"/> January  | <input type="checkbox"/> February    |
| <input type="checkbox"/> March                    | <input type="checkbox"/> April    | <input type="checkbox"/> May         |
| <input type="checkbox"/> July                     | <input type="checkbox"/> August   | <input type="checkbox"/> September   |
| <input type="checkbox"/> November                 | <input type="checkbox"/> December | <input type="checkbox"/> Online Only |

**O&P JOBS AD REQUIREMENTS**

- Text in a Word document.
- Color logo. High resolution (300 dpi) JPG or PDF.
- Web address to which the ad should link.
- Deadlines: The 7th of the previous month.

**O&P JOBS BOX AD SIZES**

Box ad size	Dimensions
1/4 Pg.....	3.4" wide x 4.675" tall
1/2 Pg Horizontal.....	7.1" x 4.675" tall
1/2 Pg Vertical.....	3.4" wide x 9.365" tall
Full Pg.....	8.75" wide x 11.375" tall (bleed size)
	8.25" wide x 10.875" tall (trim size)
	7.75" wide x 10.375" tall (live area)

**O&P JOBS ADS MUST BE PREPAID BY CREDIT CARD.**

**FREE** online placement with paid **print** O&P Jobs ads during the month(s) your ad appears in print.

**BUSINESS CONTACT INFORMATION**

Company Name \_\_\_\_\_ Business EIN \_\_\_\_\_

Person Placing Ad \_\_\_\_\_ Email \_\_\_\_\_

Billing Contact \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**FORM OF PAYMENT**

Credit Card (check one)  Visa  MasterCard  AmEx PO# (if applicable) \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ CVC# \_\_\_\_\_

**AGREEMENT**

1. This insertion order confirms that I have authorized the purchase of advertising space as described above. I understand this must be signed and returned before the closing date and that my ad will not run until I receive confirmation that this form was received.
2. I authorize Western Media LLC to process payment against the above credit card, if provided.
3. Cancellation of all ads/contracts requires a 60-day written notice.
4. EDGE Media Group reserves the right to confirm word counts and bill appropriately.
5. In the event an action is brought to enforce the terms of or collect fees under this contract, Western Media LLC is entitled to all costs and expenses, including reasonable attorney's fees.

**To be completed by EDGE Media Group:**

Print \_\_\_\_\_

Online \_\_\_\_\_

EDGE Direct \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS:** Save this form to your hard drive, then email it as an attachment to [OPJobs@opedge.com](mailto:OPJobs@opedge.com). Attach your Word document **and** logo file in JPG or PDF format, or a PDF for display ads.