



# Insertion Order

## Contact Information

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Purchase Order Number \_\_\_\_\_

## Advertising Information

Issue \_\_\_\_\_  
Ad Size \_\_\_\_\_  
Type \_\_\_\_\_  
 Four-Color Process     Black-and-White     Two-Color (specify color) \_\_\_\_\_  
Rate \_\_\_\_\_  
 This is a new ad     Please pick up ad from \_\_\_\_\_  
Exhibit Space     Yes, I want to reserve a 8' x 4' space for \$300 (plus convention registration)  
Advertising Rate \_\_\_\_\_  
Confirmed by \_\_\_\_\_  
Date \_\_\_\_\_

## Payment Information

Check Enclosed (*made payable to PCCA*)     MasterCard     Visa  
Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

### Fax this form to

Cheryl Stratos, PCCA • (703) 548-3733

#### Material Shipment

PCCA—Cheryl Stratos  
103 Oronoco Street, Suite 200  
Alexandria, VA 22314

#### For More Information

Cheryl Stratos  
(800) 542-PCCA • [cstratos@pccaweb.org](mailto:cstratos@pccaweb.org)

#### Terms and Conditions:

Invoices are due net 30 with approved credit. Interest of 1.5% per month will be added to all past due balances. First-time advertisers must submit three trade references. Cancellations: No cancellations will be accepted after the space closing date. All cancellations must be in writing and will not be considered accepted until confirmed by the PCCA representative. Publisher reserves the right to repeat previous ad if cancellation or material is not received on time.