

# ***Phc News***

## Insertion Order

**Order Date:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Contact Name Phone:** \_\_\_\_\_

**Contact Name Email:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Advertising Company:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name Phone:** \_\_\_\_\_

**Contact Name Email:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

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**Issue Month:** \_\_\_\_\_

**Ad Size:** \_\_\_\_\_

**Materials:** \_\_\_\_\_ **New:** \_\_\_\_\_ **Pick Up:** \_\_\_\_\_ **Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Ad Headline:** \_\_\_\_\_

**Gross Rate:** \_\_\_\_\_

**Net Rate:** \_\_\_\_\_

**Send leads to:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**TMB Rep Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Fax completed insertion order to your sales rep at **847/564-1264**.
2. Insertion orders should be received by the 15th of the month prior to each issue.  
Call **847/564-1127** or your sales rep with any questions.

**1838 Techny Court, Northbrook, IL 60062**