



# Insertion Order Form

A PENTON MEDIA PUBLICATION

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<input type="checkbox"/> New Advertisement
<input type="checkbox"/> Renewal Ad
<input type="checkbox"/> Supplemental Ad
<input type="checkbox"/> ACK Rep _____

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
City State Zip Country

Physical Address: \_\_\_\_\_  
(For shipping complimentary Directory) City State Zip Country

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

<b>Company Type:</b> (Please Circle One)	FBO/Handler	Catering	Charter	Limo	Cleaning	Maintenance
Other: _____						

Pub	Year	Identifier	Ad Type/Description	Ad Rate	Art Deadline

Text layout for listing (52 characters per line)  
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Extra Line listing (only when available) (52 characters per line)  
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Web Address: \_\_\_\_\_

<b>Total</b> _____
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Accepted (Name/Title): \_\_\_\_\_

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

### Payment Terms:

- Payment in 1 Installment-Ad total billed on receipt of Insertion Order, net 30 days.
- Payment in 2 Installments (for ads over \$600 only) - First half of ad total billed on receipt of Insertion Order, second half billed \_\_\_\_\_, net 30 days.

### Billing Options:

- Please invoice per the terms above.
- Please charge my credit card per the terms above.

Card Type:  AMEX  VISA  MASTERCARD  DISCOVER Card Number: \_\_\_\_\_

\_\_\_\_\_  
Name on Card Exp. Date Signature

**Wire Transfer:** Should you desire to pay your account by sending a wire transfer, please instruct your bank to send your payment as follows:  
Payable to Penton Media, Inc. in U.S. Dollars: JP Morgan, 270 Park Ave, New York, NY 10017 - Bank Account #811103662 - ABA #021000021 - Swift Code CHASUS33. Please be sure to ask your bank to include your Invoice Number(s) as reference within the wire transfer data. The invoice number is necessary to apply your payment to your account after receipt of funds from our bank.