THE PSYCHIATRIC SOCIETY OF VIRGINIA

VIRGINIA NEWS

2010 ADVERTISING INSERTION ORDER

Today's Date _____

Requested Publication Issue(s): ❑ **May 2010** ❑ **August 2010** ❑ **December 2010**

The deadlines for advertising materials are the following: **May issue** - April 1; **August issue** - July 1; **December Issue** - November 1 Due to space constraints, ads are accepted on a first-come, first-served basis. Please submit this completed and signed insertion order as as soon as possible to assure your selected advertising space. All ads should be produced as black and white or grayscale only and provided as high resolution Adobe .pdf files to Beverly Bernard via email at beverly@societyhq.com. Ad production services are available for an additional fee of $85 per hour.

- PLEASE PRINT -

Advertiser _____

Billing Client _____ Contact Person _____

Billing Address _____

City/State/Zip _____

Email Address _____ Phone _____ Fax _____

Headline _____

Authorized Signature _____

Ad Size:

❑ Full Page - $350	❑ Half Page - $180	❑ Quarter Page - $90	❑ Eighth Page - $50
7.5" w x 9.625" h	7.5" w x 4.625" h	3.625" w x 4.75" h	3.625" w x 2.25" h

Total Amount Due $ _____ P.O. / Insertion Number (if applicable): _____

Payment is due within 15 days of invoicing.

Special Instructions: _____

Credit Card ❑ VISA ❑ MasterCard ❑ American Express

Card Number _____ Expiration Date _____

Name on Card _____ Signature _____

At the time of publication, your invoice will be issued. Payment is due within 15 days of invoicing or you may prepay for your ad. You will receive two printed copies of the newsletter for your records.

❑ Invoice me ❑ Payment with Credit Card

For payment by check, please make payable to **PSVA** and mail to:

Psychiatric Society of Virginia • 2209 Dickens Road • Richmond, VA 23230-2005

Phone (804) 565-6321 • Fax signed and completed form to: (804) 282-0090 • Email: beverly@societyhq.com

Fax Completed and Signed Insertion Order to (804) 282-0090