



“Inside HR/NY”

Newsletter Advertising Insertion Order & Invoice

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

AUTHORIZING SIGNATURE: _____

Please check ad size and number of issues requested:

Full Page Ad, ___ issue(s) Half Page Ad, ___ issue(s)

Quarter Page Ad, ___ issue(s) One Column Ad, ___ issue(s)

Please circle all months in which you wish your ad to be placed:

Sept Oct Nov Dec Jan Feb Mar Apr May June

Date you are submitting your request: _____

AD RATES (as of July 1, 2005)	<u>1 Issue</u>	<u>2-4 Issues</u>	<u>5-8 Issues</u>	<u>9-10 Issues</u>
Half Page (7 5/8" w X 4 1/2" h)	\$600/issue	\$550/issue	\$475/issue	\$450/issue
Quarter Page (5" w X 3 3/8" h)	\$400/issue	\$375/issue	\$325/issue	\$300/issue
One Column (2 3/8" w X 3" h)	\$200/issue	\$175/issue	\$155/issue	\$135/issue
(Full Page Ad Available Upon Request)				

Total amount \$ _____ Check Enclosed Credit Card Payment

Please charge my: AMEX VISA MasterCard

Credit Card Number: _____ Expiration Date: _____

Print Cardholders Name: _____ Signature: _____

Referral Source: _____

Please email your advertisement to Heather Evans at hevans@hq4u.com. Please mail this form with your to HR/NY Headquarters, 1 AAA Drive, Suite 102, Trenton, New Jersey 08691. If you are paying by credit card, you may fax this form to (609) 581-8244. If you have any questions, please don't hesitate to contact us at 1-877-625-HRNY (4769). Thank you!