
Sample Insertion Order

PUBLICATION: _____

Contact: _____

Phone: _____

Fax: _____

Date Order Placed: _____

Run Date Due	Size	4/c or B/W	Cost (\$)	Requested Placement Materials
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Cost of Order: _____

Title of Ad: _____ Positioning: _____

***Call your name to confirm placement of this order.

Notes:

YOUR ADDRESS • PHONE • FAX • E-MAIL

From the Ballet Austin *Tool-kit*