The ITEA Journal of Test and Evaluation

Advertising Contact:
Mr. James Gaidry, CAE
ITEA
4400 Fair Lakes CT
Fairfax, VA 22033
Phone: 703-631-6220

Insertion Order

This insertion order is required for placing advertising in The ITEA Journal of Test and Evaluation. Insertion orders from authorized advertising agencies will substitute this document.

Year(s) 2022

☐ March ☐ June ☐ September ☐ December

I hereby authorize The ITEA Journal of Test and Evaluation to place advertising in the above issue (s) at the rate stated. I understand that I will be billed for the quoted plus any production charges incurred for ads not considered camera-ready. I also understand that all charges are due within 30 days from the billing date and that a finance charge of 1.5% will be applied to any unpaid balance after 30 days.

Advertiser_____

Agency _____Purchase Order # _____

Ad size Full Page Page size 6 1/2 X 9 Color 4 Color

Number of insertions _____ Position Best Available

Rate $_____ Position $ _____ = Subtotal $ _____

-Discounts $_____ = Net Rate@$ _____ (please see rate card for more information on rates)

Comments, Ad Title & Special Ad Instruction

ITEA Advertising Manager: James Gaidry Date: _____

Advertiser/Agency Phone Fax Email

Person placing advertising

Billing Address

Signature: Date:

*Please note that this insertion order may not be changed or cancelled after the space closing deadline. Please send insertion order and all ad materials to: The ITEA Journal, 4400 Fair Lakes CT, Suite 104, Fairfax, VA 22033 Order form may also be faxed to 703-631-6221. Please call 703-631-6200 for additional information.