



ADP HEADQUARTERS

116 Cass Street Traverse City, MI 49684
800.267.9002, FAX: 231.486.2182, hq@adp.org
www.adp.org

ADP MEDIA: MEMBER ADVERTISING INSERTION ORDER FORM

Date: _____

Member Company: _____		
Contact Person: _____		
City: _____	State/Province: _____	Zip/Postal Code: _____
Telephone: _____	Fax: _____	Email: _____

- ADP Media Placement:** Web Home Page Button Annual Membership Roster – printed
Other Interests: theEXTRA Ad Convention Exhibit / Sponsorship

Annual Membership Roster – printed

Position (print): _____ **Ad Size:** _____ **Ad Cost:** \$ _____

Ad Description: _____

NOTE: Print ads run for one year.

** Please consult the ADP Media Rate Card for current ad prices and technical specifications.*

Online & theEXTRA Buttons

Ad Start Date (online): _____ **Ad End Date:** _____ **Ad Cost:** \$ _____

Link to URL: _____ **Ad Description:** _____

NOTE: 3 month minimum requirement for online ads

** Please consult the ADP Media Rate Card for current ad prices and technical specifications.*

Total Due: \$ _____

I/we agree to continue to run the above ad(s) for the number of weeks indicated at the published rate. Should this contract be terminated by the agency/advertiser prior to completion, ADP shall short-rate the number of ads already placed and will invoice me accordingly. If ADP must pull an ad due to reader complaints, this contract shall become null and void.

ADP cannot guarantee that our participating readership is exact and constant. Results to advertisers are not guaranteed. ADP Media serves only as the carrier with no implied or written guarantee.

Authorized Signature: _____ Date: _____

Method of Payment:	<input type="checkbox"/> By Check payable to ADP (in USD)	<input type="checkbox"/> By Money order/cashier check
<input type="checkbox"/> By Credit Card:	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Name on Card: _____	Amount: \$ _____	
Card #: _____	Exp. Date: _____	
Authorized Signature: _____		

Please return this completed insertion order along with full payment to:

By Mail
ADP Headquarters
116 Cass Street
Traverse City, MI 49684

By Fax
FAX 231.486.2182

By Phone
PHONE 800.267.9002

Thank you for advertising with ADP Media!