

# CASLPA Advertising Booking Form

Date

Office Use: Ad Code #



Be sure you have read the entire information for advertisers sheet and rate card for all conditions and restrictions before completing this form. All contact info fields below **MUST** be filled in.

Name/organization of contact

Phone / email

E-mail

Name of client if different from contact

Billing address and email

E-mail

P.O. number if applicable

Please indicate medium and issue. (Circle both selected publication and web if you are booking a combo)

*Communiqué*

*Journal*

*E-newsletter*

*Website*

*Mailing List*

*Conference*

January

March

Careers

On-site program ad

April

June

Regular Corporate Banner

Delegate bag insert

July

September

Premium Corporate Banner

October

December

**For Communiqué indicate size of ad being placed**

¼ page

½ page vertical

½ page horizontal

full page

**For e-newsletter indicate**  Single issue(s) Which month(s)

**For web corporate banner ad or e-newsletter** (Provide URL for link)

**For mailing list rental** Indicate parameters of the list you are requesting (i.e. profession, province, language, areas of interest, etc.)

**For conference advertising in on-site printed program of events**

Inside half page

Inside full page

Outside back cover

Inside covers, front or back

Black & white or  Colour

Black & white or  Colour

Please identify any other special requests/instructions. Indicate if information is time sensitive in the event there are production delays.

Amount to be invoiced (Refer to rate card)  
International and mailing list **MUST** pre-pay.

Signature of approval \_\_\_\_\_

By submitting this form, I acknowledge all conditions set out in the advertisers information sheet and rate card and agree to be invoiced accordingly.

Return form by fax: (613) 567-2859 Submit on-line at [www.caslpa.ca](http://www.caslpa.ca) under Careers, Place an Ad  
Email ad text or artwork to: [pubs@caslpa.ca](mailto:pubs@caslpa.ca) Mailing address: 1 Nicholas St., Suite 1000, Ottawa, ON K1N 7B7  
Call the director of communications at 1-800-259-8519 ext. 241 if you have any questions.