Penton
Penton Media, Inc.
1300 East 9th Street • Cleveland, Ohio 44114-1503
Phone: 216/696-7000 www.PentonDigitalAds.com

INSERTION ORDER FORM

PUBLICATION: _____ **DATE:** _____

Invoice to: Advertiser ❑ Agency ❑ **PO NUMBER:** _____

Issue Date	Ad Size & Shape	Color	Special Position	Frequency	Material Instructions	Net Rate	Gross Unit

ADVERTISER

Company Name:
Division:
Corporate Ownership(if different):
Contact E-Mail:
Accounting Contact/Title:
Accounting Contact Phone #:
Street Address:
City/State/Zip:
Country:
Fax:
Web URL:

AGENCY

Company Name:
Contact:
Street Address:
City/State/Zip:
Country:
Telephone:
Fax:
E-Mail:
Web URL:

Special Instructions:

Check box for billing instructions

- ☐ Adv. name c/o agency address net
- ☐ Adv. name c/o agency address remit
- ☐ Advertiser gross
- ☐ Advertiser remit to agency
- ☐ Agency gross
- ☐ Credit Card# and expiration date
- ☐ MC ☐ VISA ☐ AX ☐ Discover ☐ DC

_____

For office use only

Rep _____
Client _____
Brand _____
Order # _____
Ad Code _____

Customer Authorization: _____
Title: _____ **Date:** _____

** Payment terms Net 30 Days*
*** All Insertion Orders must have authorized signature*

RATES/COMMISSIONS/CASH DISCOUNTS/GENERAL REGULATIONS:
See current rate card or listing in SRDS, Business Publication Rates and Data.