

Oklahoma Press Service

INSERTION ORDER TUTORIAL

Please make sure you ONLY invoice OPS for this order

Oklahoma Press Service Insertion Order

3601 North Lincoln Blvd. Oklahoma City, OK 73105
Voice (405) 499-0020 Fax (405) 499-0048

Thursday, June 21, 2019 Page 1

To: **Contact Name -** Voice (888) 888-8888
NEWSPAPER NAME Email: contact@email.com

19-07-110 **Client Name**

Position: Main News

Run Date	Caption	Size	Rate	Gross	+Color	Net to Paper
Newspaper Name						
July 12, 2019						
Ad Description	1 X 4		\$5.00	\$20.00	\$0.00	\$14.00
Creative: download from okpress.com			Ad Name: 1907110test			
<hr/>						
July 19, 2019						
Ad Description	1 X 4		\$5.00	\$20.00	\$0.00	\$14.00
Creative: download from okpress.com			Ad Name: 1907110test			
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July 26, 2019						
Ad Description	1 X 4		\$5.00	\$20.00	\$0.00	\$14.00
Creative: download from okpress.com			Ad Name: 1907110test			
Net Order Total:						\$42.00

Additional Comments

Please confirm receipt of this order by signing and fax to (405) 499-0048

Signed _____ **Date** _____

email to cshea@okpress.com

Advertising will be paid in accordance with this Insertion Order. Please check size, rate, date.
 OPS must be notified in writing of any discrepancies. Otherwise, order will be paid as specified above.
 Failure to comply with instructions on this Insertion Order could result in non-payment.

Ad-Vantage™ version 6.20 by Customware, Inc. Copyright 2001-2005 Registered To: Oklahoma Press Association

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- Key**
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|---|---|
| <p>1 Check for additional pages</p> <p>2 Date and time the invoice was sent to you</p> <p>3 Contact information</p> <p>4 Insertion Order Number that is unique to each order (year, month, order #)</p> <p>5 Advertising client</p> <p>6 Position within the newspaper</p> <p>7 Newspaper the ad is scheduled for</p> <p>8 Date ad is to be published</p> | <p>9 Description</p> <p>10 <i>Size:</i> Ad size. <i>Rate:</i> Rate as reported to OPS. <i>Gross:</i> Amount before OPS commission. <i>Color:</i> Color charge, if any.</p> <p>11 Instructions to obtain creative</p> <p>12 Ad name used for downloading (no spaces or hyphens)</p> <p>13 Additional insertion dates, if any</p> <p>14 Net amount OPS will pay your newspaper</p> <p>15 **IMPORTANT** Sign, date and return to OPS to confirm order and ensure proper payment.</p> |
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Questions: Please contact advertising at OPS (405) 499-0023.

June 2019