

ADVERTISING PURCHASE ORDER

Dated: \_\_\_\_\_ Purchase order number: \_\_\_\_\_

Advertising dates: \_\_\_\_\_ to \_\_\_\_\_

TO: \_\_\_\_\_

Attention: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FROM: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

\_\_\_\_\_

TOTAL VALUE OF THIS PURCHASE ORDER: \$ \_\_\_\_\_ ( \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_/100 dollars)

General conditions of purchase order:

Acceptance of this order must be by return of a signed copy of this form by an officer of \_\_\_\_\_. Do not attach additional terms without prior telephone clearance from \_\_\_\_\_. An affidavit of performance must be provided within thirty days of the conclusion of the last advertisement. \_\_\_\_\_ may request a weekly or monthly confirmation of proper performance. If advertising materials are to be prepared by \_\_\_\_\_, the same must be provided for approval at least three working days prior to the deadline for first advertising to run. PARTIAL ACCEPTANCE IS NOT PERMITTED. If unable to provide all advertising specified, contact \_\_\_\_\_ immediately. Billings must reference the purchase order number and date. Periodic billing is permitted, not more frequently than every \_\_\_ days. Alterations or additions to this flight must be confirmed by an amended purchaser order. If advertising materials are provided by \_\_\_\_\_, they must be returned unless otherwise noted after the last advertisement.

Terms: \_\_\_\_\_

SEE ATTACHED SHEET FOR SPECIFICATIONS OF PURCHASE

\_\_\_\_\_ by an authorized officer