

ELECTRONIC ADVERTISING



Insertion Order Contract

Date: _____

ADVERTISER

COMPANY NAME _____

ADDRESS _____

PHONE _____

FAX _____

CONTACT NAME _____

EMAIL ADDRESS _____

BILLING CONTACT _____

BILLING ADDRESS (IF DIFFERENT FROM ABOVE) _____

WEB SITE ADDRESS _____

Issue(s) for Reservation 2012

Frequency:	1x	3x	6x	_____
Jan	Apr	July	Oct	
Feb	May	Aug	Nov	
Mar	June	Sept	Dec	

NOTE: Reservations are for four consecutive weeks

Net Rate for Reservation: _____

Reservation dates: _____

SIGNATURE OF ADVERTISING REPRESENTATIVE _____

PRINTED NAME _____

National Investor Relations Institute

225 Reinekers Lane, Suite 560 : Alexandria, VA 22314
703.562.7700 : www.niri.org



Submitting materials

To submit an ad, simply e-mail your logo and website address to mhyatt@niri.org. Materials are due one week prior to the reservation date of the first insertion.

Cancellations

All cancellations must be received in writing at least one week prior to the reservation date of the first insertion. Any cancellation received after that date is still considered a full obligation.

Advertising Agreement

1. Each contract term is four (4) consecutive weeks.
2. Publisher reserves the right to refuse advertising. Advertisers and advertising agencies assume liability for all content of the advertisement distributed, and also assume responsibility for any resulting claims made against the publisher.
3. The word "advertisement" shall be printed at the top of advertisements that, in the opinion of the publisher, might be confused with editorial pages.
4. Cancellations are not accepted and copy corrections are not guaranteed after closing date for space reservations.
5. On contract or scheduled insertions, previous copy will be repeated if changes are not received by materials due date.
6. Any revision or special handling of materials will be billed to the advertiser.
7. All rates are based on acceptable digital files (see mechanical specifications). Any production work will be charged extra.
8. Payments are due net 30 days of invoice date.

Return this insertion order to:

Mike Hyatt

NIRI Professional Development

Phone: 703-562-7684

Fax: 703-562-7701

mhyatt@niri.org