

For more information on advertising in *The Manitoba Teacher*, please contact:

Mireille Theriault
 204-837-4666 ext. 354
 Fax: 204-831-0877
 Email: mtheriault@mbteach.org

2018/2019 Advertising Insertion Order

THIS FORM IS: An original
 An amendment to the original dated _____ day _____ month _____ year _____

This agreement between the Manitoba Teachers' Society (the publisher) and the company or agent of the below-named company (the advertiser) is binding to the terms and conditions detailed as follows:

- All applicable portions of the agreement must be complete and signed by the company or agent and submitted to the publisher by the 'Book By' deadline unless an extension is expressly allowed by the publisher to be valid.
- An authorized agent of the publisher will provide the advertiser with a signed copy of the completed form for their records no later than the artwork deadline of the first applicable issue.
- Placement of advertising on any specific inside page is not guaranteed.
- The Manitoba Teacher accepts no responsibility or liability for errors and omissions in artwork submitted as camera-ready.

Terms of Payment

The only accepted form of payment at this time is personal or company cheque payable to The Manitoba Teachers' Society. Our mailing address is 191 Harcourt Street, Winnipeg, MB, R3J 3H2. Neither credit card, or any form of electronic payment, including PayPal or e-transfer is available at this time. Payment is due within 30 days of invoice. Invoices are sent out following the publication of each issue. The publisher reserves the right to cancel placement of ads in upcoming issues due to default on past invoices.

Please attach purchase order if applicable.

Cancellation/Re-Booking Policy

The publisher will allow an advertiser to cancel or change an Insertion Order provided the advertiser notifies us on or before the "Book By" date of the issue in which the ads is to appear.

Failure to provide acceptable artwork or materials required to design an ad by deadline will not be accepted as de facto cancellation and the advertiser will be liable for the full cost of running the ad.

Cancellation of issues to which a frequency discount was applied will result in additional billing for the balance based on the actual ads run. If an ad is not run as scheduled due to error on the part of the publisher, no negative adjustment to discount will be applied to the advertiser.



Special 100th Anniversary Issue April/May 2019

Limited to congratulatory messages in full or half-pages. Please contact us for further details.



2018/2019 Ad Deadlines

"Book By" refers to the date layout begins with reserved ads in place and does not guarantee availability. Frequency discounts of 10% are available when booking 3 issues and 15% for 5 or more issues in the same publishing calendar.

Issue	Book by	Artwork by
Issue 1: September	July 27, 2018	August 10, 2018
Issue 2: October/November	August 31, 2018	September 14, 2018
Issue 3: December	November 11, 2018	November 12, 2018
Issue 4: January/February	November 30, 2018	December 10, 2018
Issue 5: March	February 1, 2019	February 8, 2019
Issue 6: April/May Anniversary Issue	February 15, 2019	March 11, 2019
Issue 7: June	May 3, 2019	May 17, 2019

Company Information:	
Advertiser/ Company Name:	
Contact Name and Position:	
Phone:	Email:
Billing Contact Name and Position:	
Phone:	Email:
Company Address:	
Province:	Postal Code:
Agency Information (if applicable)	
Ad Agency:	
Contact:	
Phone:	Email:
Address:	
Province:	Postal Code:

Issue	Ad Size and Rate: Refer to Rate Card for dimensions and bleed info								Total \$
	AV \$250	BV \$500	C \$500	DH \$800	EV \$1,000	F \$1,500	FI/B \$2,000	G \$2,500	
September 2018									
October/November 2018									
December 2018									
January/February 2019									
March 2019									
April/May 2019	X	X	X		X			X	
June 2019									

Total for publishing calendar: _____

Frequency Discount Applicable:
10% - 3 to 4 issues/15% - 5 to 7 issues

Design Services: _____

Total + GST (5%) _____

Advertiser's signature

Date (DD/MMM/YY)

Publisher's signature

Date (DD/MMM/YY)

Office use only:	Customer #	Insertion Order #	Invoice #