

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

2019/2020 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.

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.

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.

2019/2020 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 26, 2019	August 9, 2019
Issue 2: October/November	August 30, 2019	September 13, 2019
Issue 3: December	November 12, 2019	November 22, 2019
Issue 4: January/February	December 2, 2019	December 9, 2019
Issue 5: March	February 3, 2020	February 14, 2020
Issue 6: April/May	March 6, 2020	March 13, 2020
Issue 7: June	May 8, 2019	May 15, 2020

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: <i>Refer to Rate Card for dimensions and bleed info</i>								Total \$
	AV \$250	BV \$500	C \$500	DH \$800	EV \$1,000	F \$1,500	FI/B \$2,000	G \$2,500	
September 2019									
October/November 2019									
December 2019									
January/February 2020									
March 2020									
April/May 2020									
June 2020									

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 #