INSERTION ORDER FORM

GFOA Employment Opportunity Ads

PLACEMENT INSTRUCTIONS: To guarantee that your ad will be placed, please download this form and return it via email or fax:

TITLE OF POSITION:

ORGANIZATION:

CONTACT NAME:

PHONE:

E-mail completed forms to: employmentads@gfoa.org or fax to GFOA Employment Ads, 312-977-4806.

PUBLICATION DATE:
Ads will run for four (4) consecutive weeks. If left blank, GFOA will post ad as soon as processed.

PAYMENTS: Please check one of the following options below:

- ☐ $150: I am an active GFOA member.
  The member's name and or ID # is:
- ☐ $250: I am an associate GFOA member.
  The member's name and or/ID # is:
- ☐ $500: I am not a GFOA member.

PAYMENT METHOD: All employment ads must be prepaid. Please check method payment below.

- Check or money order, made payable to: **GFOA**
  Mail to: GFOA , 203 N. LaSalle St. Suite 2700, Chicago , Illinois 60601
- Purchase Order #:
- Credit Card: Please complete the credit card information below and fax it to 312- 977-4806.
  ☐ Master Card ☐ Visa ☐ AMEX ☐ Discover Card

  Account Number: Exp.Date

  Cardholders Name:

  Signature:

RECEIPT: A paid receipt or invoice will be sent via email after publication. Please send these items to: