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| **CLIENT CONTACT INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **SERVICE REQUESTED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CLIENT | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | **H2-A** | | | | | | | | | | | | | | | |  | | | **H2-B** | | | | | | | | | | | |
| CONTACT | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | **Supervised Recruitment / Backlog** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADDRESS | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | **SWA Job Order** | | | | | | | | | | | | | | **Prevailing Wage Determination** | | | | | | | | | | | | | | | | | | |
| CITY | | | | | | | | |  | | | | | | | | | | | ST | | | |  | | | | ZIP | | |  | | |  | | **PERM (Non-Professional)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHONE | | | | | | | | |  | | | | | | FAX | | | |  | | | | | | | | | | | | | | |  | | *2 SUNDAY NEWSPAPER ADS* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMAIL | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | **PERM (Professional)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BENEFICIARY  FIRST NAME | | | | | | | | |  | | | | | | BENEFICIARY  LAST NAME | | | | | | | |  | | | | | | | | | | | **2** | | | | | | | |  | *2 SUNDAY NEWSPAPER ADS,* ***OR*** | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYER | | | | | | | | |  | | | | | | REFERENCE | | | | | | | |  | | | | | | | | | | |  | | | | | | | |  | *1 SUNDAY NEWSPAPER & 1 TRADE JOURNAL AD* | | | | | | | | | | | | | | | | | | | | | | | |
| **BILLING DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | + | | | | | | | | ⯈***AND*** *3 OPTIONS FROM BELOW* | | | | | | | | | | | | | | | | | | | | | | | | |
| **🟌 ORDERS WITH INCOMPLETE BILLING INSTRUCTIONS WILL NOT BE ACCEPTED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **3** | | | | | | | |  | Employer’s Website | | | | | | | | | | | | | | | |  | | Job Search Web Site \*\*\* | | | | | |
|  | | | | BILL ATTORNEY | | | | | | | | | | | |  | | BILL EMPLOYER | | | | | | | | | | | | | | | |  | | | | | | | |  | Local / Ethnic Papers | | | | | | | | | | | | | | | |  | | Campus Placement | | | | | |
|  | | | | PRE-PAYMENT (For Attorney / Employer Only. We Do Not Accept Payment From Beneficiary) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | Trade / Prof Organizations | | | | | | | | | | | | | | | |  | | Radio Ads | | | | | |
| COMPANY | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | **JOB SEARCH WEBSITE \*\*\*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATTENTION | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | CITY: | | | | | |  | | | | | | | ST: | | |  | ZIP: | | |  | | | | | | EMAIL: | |  | | | | |
| ADDRESS | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | Less Than HS | | | | | | | |  | HS / GED | | | | | | | |  | | | | Some College | | | | | |  | | Vocational School |
| CITY | | | | | |  | | | | | | | | | | | | | | | ST | | | |  | | | | ZIP | | |  | |  | | | Associate Degree | | | | | | | |  | Bachelor’s Degree | | | | | | | |  | | | | Master’s Degree | | | | | |  | | Doctoral Degree |
| PHONE | | | | | |  | | | | | | | | | FAX | | | |  | | | | | | | | | | | | | | |  | | | Intern / Entry Level (0 - 2 YRS) | | | | | | | | | | | | | | | | |  | | | Mid-Career (2 - 15 YRS) | | | | | | | | | |
| EMAIL | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | Senior (15+ YRS) | | | | | | | | | |  | | Executive (SVP / EVP / VP) | | | | | | | | | | | | | |  | | Not Provided | |
| **CREDIT CARD** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **ACTION REQUESTED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | VISA | | | | | | |  | MasterCard | | |  | | | AmEx | | | | | | | | |  | Discover | | | | | | |  | | | | | **MEDIA RESEARCH (Ad WILL STAY ON HOLD until we receive signed approval)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CARD# | | | | | | | |  | | | | | | | | | | | | | | CCV  CODE | | | |  | | | | EXPIRY | | |  |  | | | | | **PRICE QUOTE** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | **ABBREVIATE AD TEXT** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **I AUTHORIZE ADNET TO CHARGE THE CREDIT CARD ABOVE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | **PLACE AD** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **MEDIA** (NEWSPAPER, MAGAZINE, PROFESSIONAL PUBLICATION, TRADE JOURNAL, INTERNET) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **ASSOCIATED WEB** | | | | | | | | | | | | **INSERTION DATES / NOTES** | | | | | | | | | | | | | | | | | | | | |
| 1 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | YES | |  | | | NO | |  | | | | | | | | | | | | | | | | | | | | |
| 2 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | YES | |  | | | NO | |  | | | | | | | | | | | | | | | | | | | | |
| 3 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | YES | |  | | | NO | |  | | | | | | | | | | | | | | | | | | | | |
| **AD TEXT** (PLEASE TYPE AD TEXT. HANDWRITTEN OR SCANNED TEXT WILL NOT BE ACCEPTED) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **PERM CHECKLIST (ALL FOUR ITEMS OF THIS CHECKLIST ARE REQUIRED. MISSING INFORMATION WILL ONLY DELAY THE PROCESSING OF THIS AD)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | **JOB TITLE** | | | | | | |  | **JOB LOCATION (DIFFERENT FROM RESPONSE ADDRESS)** | | | | | | | | | | | | | | | | | | | | | |  | | | **NAME OF EMPLOYER** | | | | | | | | | | | | | | |  | | | **RESPONSE INFORMATION** | | | | | | | | | | |

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