|  |  |
| --- | --- |
| **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)** |
| BENEFICIARYFIRST NAME |       | BENEFICIARYLAST 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# |       | CCVCODE |       | 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) |
|       |
| **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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