



1935, 76th Street, Suite 03, East Elmhurst, NY 11370
 Tel: 212-587-3164 • Fax: 212-406-4648
 Email: information@adnet-nyc.com
 Web: www.adnet-nyc.com

AD ORDER

CLIENT CONTACT INFORMATION

CLIENT			
CONTACT			
ADDRESS			
CITY		ST	ZIP
PHONE		FAX	
EMAIL			
BENEFICIARY FIRST NAME		BENEFICIARY LAST NAME	
EMPLOYER		REFERENCE	

SERVICE REQUESTED

<input type="checkbox"/> H2-A	<input type="checkbox"/> H2-B
<input type="checkbox"/> Supervised Recruitment / Backlog	
<input type="checkbox"/> SWA Job Order	<input type="checkbox"/> Prevailing Wage Determination
<input type="checkbox"/> PERM (Non-Professional) 2 SUNDAY NEWSPAPER ADS	
<input type="checkbox"/> PERM (Professional)	
2 <input type="checkbox"/> 2 SUNDAY NEWSPAPER ADS, <u>OR</u>	
3 <input type="checkbox"/> 1 SUNDAY NEWSPAPER & 1 TRADE JOURNAL AD	
+ <input type="checkbox"/> AND 3 OPTIONS FROM BELOW	
<input type="checkbox"/> Employer's Website	<input type="checkbox"/> Job Search Web Site ***
<input type="checkbox"/> Local / Ethnic Papers	<input type="checkbox"/> Campus Placement
<input type="checkbox"/> Trade / Prof Organizations	<input type="checkbox"/> Radio Ads

BILLING DETAILS

★ ORDERS WITH INCOMPLETE BILLING INSTRUCTIONS WILL NOT BE ACCEPTED

<input type="checkbox"/> BILL ATTORNEY	<input type="checkbox"/> BILL EMPLOYER
<input type="checkbox"/> PRE-PAYMENT (For Attorney / Employer Only. We Do Not Accept Payment From Beneficiary)	

COMPANY			
ATTENTION			
ADDRESS			
CITY		ST	ZIP
PHONE		FAX	
EMAIL			

<input type="checkbox"/> JOB SEARCH WEBSITE ***			
CITY	ST	ZIP:	EMAIL
<input type="checkbox"/> Less Than HS	<input type="checkbox"/> HS / GED	<input type="checkbox"/> Some College	<input type="checkbox"/> Vocational School
<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctoral Degree
<input type="checkbox"/> Intern / Entry Level (0 - 2 YRS)		<input type="checkbox"/> Mid-Career (2 - 15 YRS)	
<input type="checkbox"/> Senior (15+ YRS)		<input type="checkbox"/> Executive (SVP / EVP / VP)	<input type="checkbox"/> Not Provided

CREDIT CARD

<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AmEx	<input type="checkbox"/> Discover
CARD#		CCV CODE	EXPIRY
NAME			
<input type="checkbox"/> I AUTHORIZE ADNET TO CHARGE THE CREDIT CARD ABOVE			

ACTION REQUESTED

<input type="checkbox"/> MEDIA RESEARCH (AD WILL STAY ON HOLD UNTIL WE RECEIVE SIGNED APPROVAL)
<input type="checkbox"/> PRICE QUOTE
<input type="checkbox"/> ABBREVIATE AD TEXT
<input type="checkbox"/> PLACE AD

MEDIA (NEWSPAPER, MAGAZINE, PROFESSIONAL PUBLICATION, TRADE JOURNAL, INTERNET)

1	
2	
3	

ASSOCIATED WEB

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

INSERTION DATES / NOTES

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)

<input type="checkbox"/> JOB TITLE	<input type="checkbox"/> JOB LOCATION (DIFFERENT FROM RESPONSE ADDRESS)	<input type="checkbox"/> NAME OF EMPLOYER	<input type="checkbox"/> RESPONSE INFORMATION
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