

2024/2025 Advertising Insertion Order

THIS FORM IS: An original
 An amendment to the original dated _____ Date: _____

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.

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.

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.

2024/2025 Ad Deadlines

"Book By" refers to the date layout begins with reserved ads in place and does not guarantee availability. Frequency discount of 15% is available when booking 3 issues in the same publishing calendar.

ISSUE	BOOK BY	ARTWORK BY
Fall (Issue 1): October/November	August 12, 2024	August 19, 2024
Winter (Issue 2): January/February	December 2, 2024	December 9, 2024
Spring (Issue 3): May/June	April 7, 2025	April 14, 2025

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: Refer to rate card for dimensions and bleed info								Total \$
	AV \$250	BV \$500	C \$500	DH \$800	EV \$1,000	F \$1,500	F-IBC \$2,000	F-BC \$2,500	
Fall 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Winter 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Spring 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Submit form to:
advertising@mbteach.org

Sub Total (For Publishing Calendar): _____

Frequency Discount (15% for 3 issues): _____

Design Services: _____

GST (5%): _____

Total Due: _____

Advertiser's Signature _____

Date (DD/MMM/YY) _____

Publisher's Signature _____

Date (DD/MMM/YY) _____

Office use only:	Customer #	Insertion Order #	Invoice #

