

The Westfield Leader and The Scotch Plains-FanwoodTimes
Fred Lecomte - Advertising Director

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Advertising Reservation Request and Authorization Form

Advertisers Name: _____

Purchase Order No: _____

Issue Dates Requested: _____

Space Size : _____ Columns x _____ Price: \$ _____

Graphic Arts Services: _____ Hrs. @ \$ 50.00 \$ _____

TOTAL COST: \$ _____

Billing Information

Name of Advertiser: _____

Contact Name: _____

Address: _____

Town: _____

Telephone: _____ Fax: _____

E-Mail: _____

Name and Credit Card Number: _____

Exp: _____ Name on Card: _____

Bill Monthly: _____ Bill in Total: _____

Check Number: _____ Date: _____

Approval Signature: _____ Date: _____