

# Insertion Order

## Careers Canadian Association of University Teachers

2705 Queensview Drive  
Ottawa, Ontario K2B 8K2  
Tel 613-820-2270  
Fax 613-820-2417

CAUT/ACPU  
**BULLETIN**  
ads@caut.ca

## Contact and Billing Details

### Contact Information

LAST NAME	FIRST NAME	
<input type="text"/>	<input type="text"/>	
INSTITUTION / ORGANIZATION / AGENCY		
<input type="text"/>		
FACULTY / DEPARTMENT		
<input type="text"/>		
ADDRESS		
<input type="text"/>		
CITY	PROVINCE	POSTAL CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
COUNTRY	EMAIL	
<input type="text"/>	<input type="text"/>	
PHONE	FAX	
<input type="text"/>	<input type="text"/>	

### Billing Information

SAME AS ABOVE       QUALIFY FOR AGENCY DISCOUNT

LAST NAME	FIRST NAME	
<input type="text"/>	<input type="text"/>	
INSTITUTION / ORGANIZATION / AGENCY		
<input type="text"/>		
FACULTY / DEPARTMENT		
<input type="text"/>		
ADDRESS		
<input type="text"/>		
CITY	PROVINCE	POSTAL CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
COUNTRY	EMAIL	
<input type="text"/>	<input type="text"/>	
PHONE	FAX	
<input type="text"/>	<input type="text"/>	

### Payment

INVOICE US       CREDIT CARD      TYPE

PO / REFERENCE # (if applicable)

FOR SECURITY REASONS DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL.  
PHONE OR FAX DETAILS AND CAUT WILL ADD YOUR CREDIT CARD INFORMATION  
TO YOUR INSERTION ORDER.

FOR OFFICE USE

## Employment Advertising

### Issuance / Closing Dates

Check all that apply. Closing date is also the materials due date. No cancellations will be accepted after closing date. All advertising subject to approval.

PUBLICATION	CLOSING DATE
<input type="checkbox"/> SEPTEMBER 2011	10 August 2011
<input type="checkbox"/> OCTOBER 2011	7 September 2011
<input type="checkbox"/> NOVEMBER 2011	12 October 2011
<input type="checkbox"/> DECEMBER 2011	9 November 2011
<input type="checkbox"/> JANUARY 2012	7 December 2011
<input type="checkbox"/> FEBRUARY 2012	11 January 2012
<input type="checkbox"/> MARCH 2012	8 February 2012
<input type="checkbox"/> APRIL 2012	14 March 2012
<input type="checkbox"/> MAY 2012	11 April 2012
<input type="checkbox"/> JUNE 2012	9 May 2012

### Line Advertising SELECT

Enter ad heading & institution/organization. Attach ad materials in Word or WordPerfect format.

AD HEADING (indicate job area, not job title)

INSTITUTION / ORGANIZATION

### Box Advertising SELECT

Enter ad title & institution/organization. Indicate ad size & format. Attach ad materials separately.

AD TITLE

INSTITUTION / ORGANIZATION

SIZE

COLOUR (Add \$700)

PRINT-READY  
Submit high-resolution PDFs (version 4/5-compatible) with embedded fonts. Any colour components must be CMYK. Bleeds are not available.

TO BE TYPESET  
Ad proofs will be supplied for box ads typeset by CAUT. Supply ad text in Word or WordPerfect format.

### Notes / Special Instructions