



Classified Advertising Contract

NCRA's classified ads provide a convenient, cost-effective way to sell products and services or recruit freelance and permanent help in the court reporting, captioning, and legal video fields, and members enjoy the benefit of discounted rates. Choose the appropriate publishing format, timing, and price from options below; the final cost will be confirmed when your instructions and ad content are received in a Word document.

- Print classifieds appear in the *JCR* magazine, published 10 times a year and mailed to members.
- Online classifieds publish at ncra.org, in the Resource Center area open to members and nonmembers at all times.

Online classifieds can be posted immediately; print classifieds in the *JCR* must be received no later than 60 days prior to the month published; no refunds can be made once the ad is processed within NCRA. Give instructions below whether you want your online ad published immediately in real time, or held to run 60-120 days later to coincide with the print version.

Advertising Rates apply to a 30-day period whether in print or online

- Official (government) job postings are published at no charge.
- NCRA members pay \$2.00 per word online, with a \$20 minimum; \$8 per word in the *JCR* with an \$80 minimum.
 - i.e., an ad of 25 words placed online costs \$50; the same ad in *JCR* costs \$200; a combination of online + *JCR* = \$250
- Nonmembers pay \$3.00 per word online, with a \$30 minimum; \$11 per word in the *JCR* with a \$110 minimum.
 - i.e., an ad of 25 words placed online costs \$75; the same ad in *JCR* costs \$275; a combination of online + *JCR* = \$350

Complete both pages of this form and return it with the content of your ad via email to adsupport@ncra.org, or fax to 703-391-0629.

**Below are publishing instructions for my classified ad.
I understand that NCRA must receive my publishing instructions, complete wording for my ad,
signature, and payment information before my ad can be accepted.**

in the <i>JCR</i> magazine:	online, run immediately:	<i>JCR</i> + online, run at same time:
January 2017 <input type="checkbox"/> in <i>JCR</i> not available	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online not available
February <input type="checkbox"/> in <i>JCR</i> ; not available	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online not available
March <input type="checkbox"/> in <i>JCR</i> ; not available	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online not available
April <input type="checkbox"/> in <i>JCR</i> ; not available	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in Apr.
May <input type="checkbox"/> in <i>JCR</i> ; ad due Mar. 1	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in May
June <input type="checkbox"/> in <i>JCR</i> ; ad due Apr. 1	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in June
July <input type="checkbox"/> in <i>JCR</i> ; ad due May 1	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in July
August <input type="checkbox"/> in <i>JCR</i> ; not available	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in August not available
September <input type="checkbox"/> in <i>JCR</i> ; ad due July 1	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in Sept.
October <input type="checkbox"/> in <i>JCR</i> ; ad due Aug. 1	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in Oct.
November <input type="checkbox"/> in <i>JCR</i> ; ad due Sept. 1	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in Nov.
December <input type="checkbox"/> in <i>JCR</i> ; not available	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in Dec. not available
January 2018 <input type="checkbox"/> in <i>JCR</i> ; ad due Nov. 1	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in Jan.

Place my ad under: Employment: Officialship Employment: Freelance Employment: Seeking
 Equipment Mart Work from home Other (specify _____)

Continued on next page



NCRA Classified Advertising Contract, *continued*

I understand that NCRA must receive my publishing instructions, complete wording for my ad, signature, and payment information before my ad can be accepted.

Ad requests cannot be taken by phone. **All cancellation requests must be in writing**; cancellations for online ads take effect 30 days after the announcement is posted on ncra.org.

Billing Information:

Charge to: Visa MasterCard American Express Discover Send me an invoice

CREDIT CARD NUMBER EXPIRATION DATE SECURITY CODE

ADVERTISER'S NAME (if credit card used, provide the name as it appears on the card) NCRA MEMBER ID#

COMPANY/ORGANIZATION TELEPHONE

ADVERTISER'S ADDRESS STATE ZIP

EMAIL

I understand that, as stated in NCRA's Advertising Policy, all NCRA advertisers must abide by NCRA's Code of Professional Ethics, and that any violations may result in future advertisements being refused as determined by NCRA in its sole discretion.

SIGNATURE

DATE

Complete this form with your publishing instructions, signature, and payment information and return it with the wording for your ad via email to adsupport@ncra.org or via fax to 703-391-0629