



# PDA Career Center Banner Insertion Order Form

4350 East West Highway, Suite 150 Bethesda, MD 20814, USA  
Tel: +1(301) 656.5900 • Fax: +1(301) 986-0296  
[www.pda.org](http://www.pda.org)

## I. Billing Information

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email : \_\_\_\_\_

Company URL: \_\_\_\_\_

## II. Publication Information

Please check month(s) of choice: Each banner ad will run for one month

☐ January ☐ February ☐ March ☐ April ☐ May ☐ June  
☐ July ☐ August ☐ September ☐ October ☐ November ☐ December

Number of Months :

☐ – 1 month (US \$1,500) ☐ – 3 months (US \$4,000) ☐ – 6 months (US \$8,000)

Company Link to Logo: ☐ Yes ☐ No

Special Instructions: \_\_\_\_\_

**Requirements:** 50 kb (gif or jpeg format); 120 pixel widths by 600 pixels in length; no animation; can link to your company website. All artwork is due on the 15th of the month prior to the month of choice. Advance payment is required prior to running the ad. A signed insertion order is a binding contract.

**Cancellations:** Cancellations must be made in writing before the 15th of the month before the ad is scheduled to run. No cancellations and refunds are accepted after that time.

## Payment Method:

Total Payment Amount: \$ \_\_\_\_\_ ☐ Check (in US dollars only). Please make check payable to:

PDA, Inc.  
P.O. Box 79465  
Baltimore, MD 21279-0465

☐ Credit Card (circle one):

VISA MasterCard/Euro card AMEX

Card #: \_\_\_\_\_ Expiration Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

By submitting this insertion order it is understood and agreed that PDA will receive full payment within net 30 days from the date of invoice for services rendered. However, in the event that payment is not received within the agreed payment terms; the credit card provided will be charged for the balance due in full at net 45 days or later of invoice date. In addition, PDA reserves the right to assess a 2% late fee in addition to the balance due at net 45 days or later and include this amount in the balance charged to the credit card on file. Please send to: Alison Caballero at [caballero@pda.org](mailto:caballero@pda.org) or by fax at 301-986-0296.