

To: **PUBLISHER OF REUNIONS MAGAZINE**

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INSERTION ORDER

For (name of product or business if different from above)

MAGAZINE & WORKBOOK	Issue	Space Closing	Materials Due	Online Date
	<input type="checkbox"/> V21N2 November/December/January 2011	10/13/10	10/20/10	11/1/10
	<input type="checkbox"/> V21N3 February/March/April	1/13/11	1/20/11	2/1/11
	<input type="checkbox"/> 11th Edition Reunions Workbook	TBA	TBA	TBA
	<input type="checkbox"/> V21N4 May/June/July	4/13/11	4/20/11	5/1/11
	<input type="checkbox"/> V22N1 August/September/October	7/13/11	7/20/11	8/1/11

SPACE	2/3 page	1/2 page	1/3 page
<input type="checkbox"/> full page	<input type="checkbox"/> horizontal	<input type="checkbox"/> horizontal	<input type="checkbox"/> horizontal
<input type="checkbox"/> bleed	<input type="checkbox"/> vertical	<input type="checkbox"/> vertical	<input type="checkbox"/> vertical

SPACE	1/4 page	1/6 page	1/9 page	1/12 page
<input type="checkbox"/> horizontal	<input type="checkbox"/> horizontal	<input type="checkbox"/> vertical only		<input type="checkbox"/> 1/12 page
<input type="checkbox"/> vertical	<input type="checkbox"/> vertical			

COLOR	Black & White	4-color	2-color
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POSITION	inside front cover	inside back cover	outside back cover
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Special request (will be honored, if possible)		R.O.P. (Run of Publication)

RATE _____ per issue based on number of issues _____

ADDITIONAL INSTRUCTIONS

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