



# Insertion Order for Classified Ads

Name: \_\_\_\_\_ Title: \_\_\_\_\_

BCxA Corporate Member (circle one):    Yes        No

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Start Date of Campaign: \_\_\_\_\_ Duration of ad: \_\_\_\_\_ (# months)

### Non-Member Rates:

Rates	Terms and Conditions
\$200	per ad per month
\$500 <b>(Save \$100)</b>	per ad for three consecutive months contract
\$1,900 <b>(Save \$500)</b>	per ad for 1-year contract

### Corporate Member Rates:

Rates	Terms and Conditions
\$125	per ad per month
\$325 <b>(Save \$50)</b>	per ad for three consecutive months contract
\$1,200 <b>(Save \$300)</b>	per ad for 1-year contract

### Embellishments:

Member	Non-Member	Terms and Conditions
\$20	\$40	Logo graphic up to 20 kB in size per month (if placed with ad)
\$20	\$40	PDF attachment per month per file < 250 kB in size

**PRICING**

Advertisement \$ \_\_\_\_\_

Logo Placement \$ \_\_\_\_\_

Small PDF \$ \_\_\_\_\_

Large PDF \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**PAYMENT OPTIONS**

Credit Card (Visa, Mastercard, Amex)

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

\_\_\_\_\_

Signature \_\_\_\_\_  
(Required for all orders)

**Please see second page for directions on purchasing and submitting a classified ad.**



# Instruction for Classified Ads

Please send copy in electronic format to Sheri Adams at [sadams@bcxa.org](mailto:sadams@bcxa.org) using the following instructions:

- A.** Attach proofread copy up to 300 words (total) in MS Word format. The file must have a .doc extension.
- B.** There must be no artwork in the file. Any artwork in the file will be disregarded.
- C.** If space for logos or PDFs is purchased, please attach those files to the same message, but in separate files. See Embellishments on the previous page for size restrictions and requirements. We reserve the right to rename any PDF file you send to us.
- D.** Content will be edited to fit the style guide used for publishing the BCxA website (fonts, font sizes, colors, etc.)
- E.** Files must be received 10 business days before scheduled posting date.
- F. **Must receive payment before ad can be posted.**** Ads will automatically be removed the day after the scheduled end-date. Customers are not liable for extra costs for time beyond the scheduled deletion date.
- G.** Customers may renew their ads at any time. However, if the ad has already been removed, there will be a \$65 charge to re-upload the ads.
- H.** Customers may change their ads at any time. However, there will be a charge of \$65 to edit the content once it has been posted.
- I.** Ads can include one (1) hyperlink to a customer's website and one (1) live email address.

To see examples of posted ads, please visit the BCxA Career Listings page:

<https://www.bcxa.org/knowledge-center/career-listings/>

For more information, please contact: Sheri Adams  
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1-877-666-2292  
[sadams@bcxa.org](mailto:sadams@bcxa.org)