

# Fitness Center Local Bulletin Insertion Order

## Advertiser Information

Advertiser Name

Contact Person

Email

Phone

Address

## Bulletin Details

Publication Date(s)

Insertion Frequency

Position / Placement

Size (Dimensions)

Special Instructions

## Creative Materials

Received By

Date Received

Format

## Rate & Billing

Description	Unit	Rate	Quantity	Total

Subtotal

Discount

Tax

Total

## Approval

Advertiser Signature

Date

Fitness Center Representative

Date