



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. NCRA 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 received by all members in print and/or digimag format.
- Online classifieds are published on 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 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 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 the timing of 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:
October 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
November	<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
December	<input type="checkbox"/> <i>JCR</i> does not publish	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online; not available
January 2018	<input type="checkbox"/> in <i>JCR</i> ; ad due Nov. 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in January 2018
February	<input type="checkbox"/> in <i>JCR</i> ; ad due Dec. 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in February
March	<input type="checkbox"/> in <i>JCR</i> ; ad due Jan. 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in March
April	<input type="checkbox"/> in <i>JCR</i> ; ad due Feb. 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in April
May	<input type="checkbox"/> in <i>JCR</i> ; ad due March 15	<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. 15	<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 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in July
August	<input type="checkbox"/> <i>JCR</i> does not publish	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online; combo not available
September	<input type="checkbox"/> in <i>JCR</i> ; ad due July 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in September
October	<input type="checkbox"/> in <i>JCR</i> ; ad due Aug. 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in October
November	<input type="checkbox"/> in <i>JCR</i> ; ad due Sept. 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in November
December	<input type="checkbox"/> <i>JCR</i> does not publish	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online; <i>combo not available</i>
January 2019	<input type="checkbox"/> in <i>JCR</i> ; ad due Nov. 15	<input type="checkbox"/> online, run immediately	<input type="checkbox"/> run in <i>JCR</i> + online in January 2019

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.

Place my ad under: Career opportunity: Officialship Career opportunity: Freelance Career opportunity: Education
 Equipment for sale

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