

# INSERTION ORDER FORM – 2026

Capitol Times Magazine

## Advertiser Information

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

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

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

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

Website: \_\_\_\_\_

## Issue Selection (2026)

ISSUES 2026	STATUS
JANUARY	COMPLETED
FEBRUARY	COMPLETED
MARCH	COMPLETED
MAY	COMPLETED
JUNE	AVAILABLE
JULY	AVAILABLE
AUGUST	AVAILABLE
SEPTEMBER	AVAILABLE
OCTOBER	AVAILABLE
NOVEMBER	AVAILABLE
DECEMBER	AVAILABLE

Select Issue(s): \_\_\_\_\_

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## Ad Placement Options

- Full Page
- Inside Front Cover (Premium)
- Back Cover (Premium)

## Investment

**Total Agreed Amount: \$** \_\_\_\_\_

### PAYMENT TERMS:

All payments must be completed prior to publication.  
All sales are final and subject to Capitol Times policies.

### CLIENT APPROVAL:

By signing below, the advertiser agrees to all terms, confirms placement selection, and authorizes Capitol Times to proceed with production and publication.

**Authorized Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### SUBMISSION INSTRUCTIONS:

**Please download, complete, and upload this form ONLINE to confirm your placement.**