

Ad Space Reservation Form

Date: _____ Please circle: Associate Member / Non-Member
 Company / Organization: _____
 Representative's name: _____
 Phone Number: _____ Fax Number: _____
 E-mail: _____

We would like to reserve advertising space as follows:

Publication Name: The Language Teacher JALT Journal
 Conference Preview Conference Handbook
 Other: _____

Month of publication: _____

Page/ Position type	Title of Ad	New or Old (Circle)	Month/ page of previous insertion
		N O	
		N O	
		N O	
		N O	
		N O	
Total number of pages:			

Please use the following codes for types of page/position:

Quarter-page (**QTR**), Half-page (**HALF**), Full-page (**FULL**), Facing pages (**FACE**),
 Column (**COL**), Half-column (**HC**), Inside Front Cover (**IF**), Inside Back Cover (**IB**),
 Outside Back Cover (**OB**), Center Insert (**CTRINS**), Flier insertion (**FLY**), & Website Banner (**WEB**)

Advertisers who have opted for a 10 insertion contract rate will get priority placement.

The number of Facing Page advertisements per issue will be determined by the editors, depending on article content and length.

Please do the following with this request if all spaces are full for a requested issue:
 change to next available issue place on a waiting list for this issue cancel

Please submit one form for each issue of each publication by post or fax to the JALT Central Office.
Use this form for ad reservations for all publications, even if you have entered into an advertising contract.

**Deadline for receipt of this form is the 25th day of the month two months prior to the publication date,
 except when otherwise announced.**