myFM BROADCAST ORDER

Radio Broadcast Order

105.7 CJMI-FM - A Division of MBC

85 Zimmerman St. S., Unit 1
Strathroy, Ontario
N7G 0A3

Tel: 519-245-myfm (6936)
Fax: 519-245-6670

Market	**1**
Strathroy	

Order#:	**2**
Date:	25-Jul-2011	**3**

Revision	**NO**	**4**

Client:	**5**	Contact:	**6**	Start Date:	14-Jul-11	**9**
Address:		Phone:		INVALID		
		Fax:		Expiry Date:	26-Aug-11	
		Email:				**10**
Line of Business:	**7**	Inv. Email:		Acct. Exec:		

New Client	NO	Billing Detailed	NO	**8**	Campaign:	**11**
Prepayment Collected	NO	Co-Op	NO			

Instructions	# Wks	M	T	W	T	F	S	S	Times	Length	Desc.	Occ.	Spot Rate	Pkg. Price	Total Amount
12										:30	Spot	D	**14**		-
										:30	Spot	D			-
										:30		D	**13**		-
										:30		D			-
										:30	Spot	D			-
										:30	Spot	D			-
										:30	Spot	D			-
										:30	Spot	D			-
										:30	Spot	D			-
										:30	Spot	D			-
												Total 0		Sub-Total	-
													13x	HST	-
														Total	-

Other Instructions

15

Approved		**16**

MBC - BO - 07.fl

May2014/gk

1	Market	The market has a drop-down window which will offer a list of all our markets. If you wish your market to be the default for all future orders, chose the market and save the b.o. This will always then have that market showing the next time you open the b.o. template.
2	Order #	An order number will be assigned once the b.o . is processed and will be on the confirmation sent to you. If you are sending a revised order, you will indicate this number here.
3	Date	This is the date your order is sent in. If you are sending a revision, again, this is the date you send the b.o. in.
4	Revison	If the b.o. is a revision, choose Yes from the drop-down window. It will also remind you to add the confirmation number from the original confirmation.
5	Client: Address:	Name of client, full mailing address (street, town, province and postal code).
6	Contact	Name of contact, phone number, fax number (if applicable), email address (if applicable) and invoice email (if different from the email address above it).
7	Line of Business	Indicate what type of business this client is. (i.e. auto sales, retail, restaurant, etc).
8	New Client Prepayment Collected Billing Detailed Co-Op	• Drop down window - No or Yes • Drop down window – No or Yes • Drop down window –Yes : Detailed billing will include dates/times that client's commercials ran on their invoice. Drop down window – No or Yes – IF YES, THE SCRIPTS ARE REQUIRED TO BE SENT IN WITH THE ORDER AND COMMERCIAL. <u>Billing Detailed needs to be marked as Yes for all Co-op orders.</u>
9	Start /Expiry Dates	Start and End dates for this order. You cannot enter a date in the past.
10	Acct. Exec	Please put your name here.
11	Campaign Name	We absolutely need a Campaign Name. This Campaign Name will appear on their invoice. If you are sending a revised order, please put the original Campaign Name here so we can refer to the original order number (but you would have put that order number on this revised b.o. anyway right!)

12	Instructions	• Add the weekly run date(s) – use the start date or that week's date; or add the date that it is running on; or if more than 1 week, then use start date and end date; • # Weeks – how many weeks is this line running for. If the same schedule is for more than 1 week, you can enter the number of weeks it is valid for; or you can enter each week on separate lines; • # of spots per day of the week; • Time – enter the start and end times; • Length – drop down window – chose the length that best suits your commercial; • Occ - Occupation – this will automatically fill in and tally up based on the number of weeks and the number of spots you have put in under the days of the week;
13	Desc.	• Desc-drop down window – chose the option that best describes the your spot (i.e. spot, bonus, sponsorship, tag, coupon, etc).
14	Spot Rate/Pkg. Price	• Spot Rate – enter the dollar amount if you are charging a $ rate/spot and this is how it will be billed; • Pkg. Price – if you are charging a package price, enter the full amount here. In Other Instructions, enter the billing info - month (s), etc. ; • Your total costs will automatically tally up under Total Amount; • YOU CAN ONLY CHOOSE ONE OR THE OTHER (SPOT RATE OR PKG. PRICE) – NOT BOTH;
15	Other Instructions	• Add any extra information here. You can also use the lines under Instructions.
16	Approved	• For your client to sign approving the order

The new template is protected – meaning you will not be able to change the settings on it.   The template is very specific with certain areas. This will help you to ensure all the information is correct.