



## 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 the options below; the final cost will be confirmed when your instructions and ad content are received.

- **Online classifieds** are published on [NCRA.org](http://NCRA.org) and are open to members and nonmembers at all times. Online classifieds will be posted within one week of receipt of payment.
- **Print classifieds** appear in the *JCR* magazine, published 10 times a year and received by all members in print and/or digimag format. 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.

### RATES

Advertising rates apply to a 30-day period online, or by monthly *JCR* issue in print

- **Online ads:** Member rates: \$2 per word, \$20 minimum  
Nonmember rates: \$3 per word, \$30 minimum
- **Print ads in the *JCR*:** Member rates: \$3 per word, \$30 minimum  
Nonmember rates: \$5 per word, \$50 minimum
- **Combined:** Member rates: \$5 per word, \$50 minimum  
Nonmember rates: \$8 per word, \$80 minimum
- **Official (government) job postings:** no charge  
For officialship/government online ads, please [CLICK HERE](#) to submit your information.  
For posting in the *JCR* magazine, please continue below.

Complete both pages of this form and return it with the content of your ad via email to [adsupport@ncra.org](mailto:adsupport@ncra.org).

### PUBLISHING INSTRUCTIONS

Please choose whether your ad should appear online, print, or both, as well as the category in which your ad should appear. Type your ad text in the box on page 2 or supply a Word document.

NCRA must receive the entire classified ad and payment information before an ad can be accepted.

#### Advertise online:

- ☐ 30 days
- ☐ 60 days
- ☐ 90 days
- ☐ 120 days
- ☐ 6 months
- ☐ 12 months

#### Advertise in *JCR* magazine:

- |                                   |                             |
|-----------------------------------|-----------------------------|
| <input type="checkbox"/> January  | ad due Nov. 15              |
| <input type="checkbox"/> February | ad due Dec. 15              |
| <input type="checkbox"/> March    | ad due Jan. 15              |
| <input type="checkbox"/> April    | ad due Feb. 15              |
| <input type="checkbox"/> May      | ad due March 15             |
| <input type="checkbox"/> June     | ad due Apr. 15              |
| <input type="checkbox"/> July     | ad due May 15               |
| August                            | <i>JCR</i> does not publish |

- |                                    |                             |
|------------------------------------|-----------------------------|
| <input type="checkbox"/> September | ad due July 15              |
| <input type="checkbox"/> October   | ad due Aug. 15              |
| <input type="checkbox"/> November  | ad due Sept. 15             |
| December                           | <i>JCR</i> does not publish |

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### Place my ad under the category:

☐ Careers

1. Which state(s) should your ad be listed under? \_\_\_\_\_
2. Please select the appropriate tag(s) for your ad: ☐ Court Reporter ☐ Captioner ☐ Freelancer ☐ Officialship  
☐ Legal videographers ☐ Scopists and proofreaders ☐ Transcriptionists  
☐ Instructors and school administrators ☐ International ☐ Employment wanted

☐ For sale

Ad text (Please note: If you are placing an online ad for an officialship/court position, please [CLICK HERE.](#)):

All cancellation requests must be in writing.

### PAYMENT INFORMATION (not required for officialships)

Please note: A 3% fee will be added for credit card payments. No fee will be applied if paying by check or ACH (electronic transfer).

Select payment type:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

CARDHOLDER NAME

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

BILLING ADDRESS

BILLING ZIP CODE

COMPANY NAME

CONTACT NAME

NCRA MEMBER NUMBER

COMPANY/ORGANIZATION

DAYTIME PHONE NUMBER

EMAIL ADDRESS

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

### SUBMIT TO NCRA

Please save the completed form and return it with the wording for your ad via email: [adsupport@ncra.org](mailto:adsupport@ncra.org)