



# 2019 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 in a Word document.

- **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**

- **Official (government) job postings:** no charge
- **NCRA member rates:**  
\$2 per word online, \$20 minimum  
\$8 per word in the *JCR*, \$80 minimum
- **Nonmember rates:**  
\$3 per word online, \$30 minimum  
\$11 per word in the *JCR*, \$110 minimum

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) or fax to 703-391-0629.

## 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

### Advertise in *JCR* magazine:

#### 2019

- January ad due Nov. 15
- February ad due Dec. 15
- March ad due Jan. 15
- April ad due Feb. 15
- May ad due March 15
- June ad due Apr. 15
- July ad due May 15
- August *JCR* does not publish

- September ad due July 15
- October ad due Aug. 15
- November ad due Sept. 15
- December *JCR* 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  Freelance  Officialship

For sale

Ad text:

PLEASE NOTE: Online officialship/court positions should be kept to 4-5 sentences concluding with a Web address where viewers can link to more information and a full description.

All cancellation requests must be in writing.

## PAYMENT INFORMATION (not required for officialships)

Select payment type:

Visa  MasterCard  American Express  Discover

\_\_\_\_\_  
CARDHOLDER NAME

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
SECURITY CODE

\_\_\_\_\_  
BILLING ADDRESS

\_\_\_\_\_  
BILLING ZIP CODE

\_\_\_\_\_  
ADVERTISER'S 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)