

Traffic Scenarios – Scenario 3

Client has purchased a Cash FX package. The \$800 package includes 60 commercials to be used at some point. The client would like to be billed over 2 months. The commercial is not yet ready as the client does not know when he wants to start.

Are the following filled out correctly?

Correct Broadcast Order is being used. Should indicate on top right hand corner Revised October 2016		
Correct market is selected		
Client Address: Complete company full name, mailing address including postal code		
Complete contact information: full name, phone numbers and email addresses		
Line Of Business: what type of business?		
Start/End Dates		
Acct. Exec: sales reps name		
Campaign name: What is the campaign name – this will show up on all invoices		

Under Instructions section:

Package Price		
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Under Details of Billing and Other Instructions section:

Indicate Billing Only order. Commercials to follow. Amount of billing and when.		
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My Broadcasting Corporation
"Ontario's Local
Broadcast Company"

Radio Broadcast Order

101.5 CKMO-FM - A Division of MBC

22 Mill St.
Orangeville, Ontario
L9W 2M3

Tel: 226-790-myfm (6936)
Fax: 0

Market
Orangeville

Order#:	aaa
Date:	11-Jan-2017

Revision	NO
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Client:	Client's Name	Contact:	Full Name	Start Date:	March 1/17
Address:	Street Address	Phone:	Phone Number	Expiry Date:	April 30/17
	Town, Province	Fax:	Fax Number		
	Postal Code	Email:	email address	Acct. Exec:	REPS NAME
Line of Business:	Type Of Business	Inv. Email:	where is the invoice going?		
New Client	NO	Detailed Billing	YES	Campaign:	
Prepayment Collected	NO	Co-Op	NO	Cash FX 2017	

Instructions	# Wks	M	T	W	T	F	S	S	Times	Length	Desc.	Occ.	Spot Rate	Pkg. Price	Total Amount
										:30	Spot	0		800.00	800.00
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
											Total			Sub-Total	800.00
											0		13%	HST	104.00
														Total	904.00

Details of Billing and Other Instructions

Bill \$400/month March/April 2017. Billing Only. 60 commercials - schedule to follow.

Terms: Net 30

Co-op Script