

## Traffic Scenarios – Scenario 8

Your Smart Marketing client has now decided to stop their order.

Are the following filled out correctly?

Correct Broadcast Order is being used.		
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?		
Order # - should have confirmation # from original order		
Revised – checked Yes		
Start/End Dates – should show date of cancellation		
Acct. Exec: sales reps name		
Campaign name: What is the campaign name – this will show up on all invoices		

Under Instructions section:

Run Dates - should show end date of order		
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Under Details Of Billing and Other Instructions section:

Indicates when order is being cancelled and changes in billing		
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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

<b>Market</b>
Orangeville

<b>Order#:</b>	13483-005
<b>Date:</b>	11-Jan-2017

<b>Revision</b>	YES
<b>ENTER ORIGINAL ORDER # ABOVE</b>	

<b>Client:</b>	<b>Client's Name</b>	<b>Contact:</b>	Full Name	<b>Start Date:</b>	
<b>Address:</b>	Street Address	<b>Phone:</b>	Phone Number	<b>Expiry Date:</b>	Feb26/17
	Town, Province	<b>Fax:</b>	Fax Number		
	Postal Code	<b>Email:</b>	email address	<b>Acct. Exec:</b>	REPS NAME
		<b>Inv. Email:</b>	where is the invoice going?		
<b>Line of Business:</b>	Type Of Business			<b>Campaign:</b>	
<b>New Client</b>	NO	<b>Detailed Billing</b>	YES	Smart Marketing Level 1	
<b>Prepayment Collected</b>	NO	<b>Co-Op</b>	NO		

Instructions	# Wks	M	T	W	T	F	S	S	Times	Length	Desc.	Occ.	Spot Rate	Pkg. Price	Total Amount
cancelling order as of										:30	Spot	0			-
February 26/17										: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	-
												0	13%	HST	-
														Total	-

**Details of Billing and Other Instructions**

Last billing month February 2017.  
ending February 26/17

Terms: Net 30

### Co-op Script