



The Corporation
of the City
of Cambridge

Advertising Insertion Order

Date Submitted: Jan. 11, 2010 **Department:** Econ. Dev.

Submitted by: Debbie Fee **Back-up:** _____

Date(s) to run: Jan. 15; Jan. 22; Jan. 29; Feb. 5; Feb. 12; Feb. 19; Feb. 26; & Mar. 5

Subject of Advertisement:

2010 Cambridge Core Areas Patrol Program (CCAP) – Employment Opportunities

Ad Number/Account Number (if any): N/A

Special Instructions:

- Please use this form for the insertion of advertisements in the Friday editions of the Cambridge Times.
- To be submitted to receptionist at the switchboard by no later than 10:00a.m. on the Tuesday before the date of publication.
- When the city is closed on Mondays for a holiday, submit this form by 9:00am on Tuesday.
- This form is available on the Cambridge Net, and in the “H” drive.
- An email will be send to you (and your backup), with a time deadline for correction to be made and returned to receptionist at the switchboard.
- Corrections are to be sent back by e-mail.
- Staff will receive a pdf from receptionist at the switchboard with the ad, as it will appear in the Cambridge Times.
- If you need help completing this form call switchboard.

D. Fee

Staff Signature

Signature for Reception