

# Insertion Order Form

Mailed completed form & payment to: **DEPA/Proactive Resources Inc, 10 Moulton St, Portland ME 04101**

## CONTACT INFORMATION

Business or Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website / URL: \_\_\_\_\_

## PACKAGE LEVEL

STEP 1

Please check your package level:

- Basic (\$100)** - 12 months online, 30-word (*max*) description, one hyperlink & choose one category below
- Casco Bay (\$200)** - 12 months online, 40-word (*max*) description, one logo/graphic, one hyperlink & choose one category below
- Longfellow (\$300)** - 12 months online, 60-word (*max*) description, one logo/graphic, two hyperlinks & choose two different categories below

STEP 2

Please choose ONE category for your listing to be under (*Exception: Longfellow package chooses TWO*):

Advertising, Marketing & Design	Insurance	Publications
Banking, Financial & Investing	Legal	Real Estate
Catering & Banquet Halls	Nonprofit	Restaurants
Electronics & Computers	Other	Retail, Clothing & Jewelry
Event Planning	Photography & Video	Salon & Spa
Flowers & Florists	REQUESTING NEW: _____	

*New categories are subject to approval & there is a \$30 additional charge to be listed under a second category.*

STEP 3

Please write your listing description (*Word limit is 30 for Basic, 40 for Casco Bay & 60 for Longfellow*):

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Please be sure to email your logo/graphic to [info@depabusiness.com](mailto:info@depabusiness.com) (*Casco Bay & Longfellow packages only*).

## PAYMENT INFORMATION

STEP 4

Please choose your method of payment (*A paid-in-full invoice will be sent to you upon processing*):

- Cash (*Please give to Sid Tripp, Leah Bartley or Lauren Johnson*)
- Business or personal check (*enclosed*)
- Credit Card (*Visa, Mastercard, American Express, Discover & Diner's Club accepted*)  
Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

- Please carefully read over the SPECS & POLICIES on the reverse side (*ratecard side*) of this form.
- Remember to email your logo/graphic (*Casco Bay & Longfellow packages only*) to [info@depabusiness.com](mailto:info@depabusiness.com)

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