

OpenLine Newsletter Classified Advertising

ADVERTISING IN THE *OPENLINE*

Ready to get rid of that old bicycle? The coffee table getting in your way? Is the treadmill being used as a coat rack? One too many vehicles parked in your driveway? Need a babysitter for an occasional weekend night?

Why not place a classified advertisement in the Civil Service Council's monthly newsletter, the *OpenLine*! The *OpenLine* is received by current and retired Civil Service employees at Illinois State University. It's fast and easy.



Conditions for submitting ads:

- Only Illinois State University employees and retirees may submit ads.
- The appropriate fee must be included with each submission form.
- Ads must be submitted on the Ad Submission Form, located in the *OpenLine* or on the Council Web site (www.cscouncil.ilstu.edu). Photocopies are acceptable. No ads will be accepted over the telephone.
- Ads must be 20 words or less.
- Ads will not be accepted for travel, credit cards, real estate, financial, .com, nudity, personals, and firearms to stay within accepted University practices and statutes.
- Ads will appear in the next issue of the *OpenLine*, space permitting. Any ads not run due to space limitations will be held and appear in the following issue of the *OpenLine*. If you wish to cancel the ad, the individual who submitted the ad must contact the current treasurer.
- Refunds will only be given if the ad was held for the following edition and canceled prior to the submission deadline for that issue.
- Only first name, home/mobile telephone number, and e-mail address will appear in the ad; no ISU numbers will be published.
- *OpenLine* and the Civil Service Council are not responsible for any item or service advertised.
- The *OpenLine* staff and Civil Service Council reserve the right to restrict, edit or refuse any advertisement.

Advertising Rates:

- Vehicle \$5
- Personal Service \$5
- All Others \$2

To submit an ad:

- Complete the Classified Ad Submission Form.
- Send or deliver the form along with payment to **Theresa Sanchez, 2202 Evaluation Services**.
- Ad must be received during normal business hours on the Friday before the usual monthly *OpenLine* article deadline.

OpenLine Classified Ad Submission Form

All information must be printed clearly.

First / Last name: _____

ISU phone: **8**-_____

Alternate phone: (_____) _____ - _____

Best time to you can be reached at your alternate phone: _____

E-mail: _____

Campus Box/Dept: _____

Check one category:

- For Sale-Auto
- Personal Service
- For Sale-Other
- Wanted
- Free Items

ONE word per box. 20 words or less.

Abbreviations

AC = Air Conditioning	GC = Good Condition	PW = Power Windows
AT = Auto Transmission	Lrg = Large	RD = Rear Defroster
BR = Bedroom	LR = Living Room	Rm = Room
CC = Cruise Control	Mos = Months	S6 = Sleeps/Seats 6
DR = Dining Room	MR = Moon Roof	Sz = Size
EC = Excellent Condition	9P = 9 Passenger	SR = Sun Roof
EM = Email	PL = Power Locks	W&D = Washer and Dryer
FM = Family Room	PS = Power Seats	

Send this completed form and payment to **Theresa Sanchez, 2202 Evaluation Services**.