

MEDIA CO-OP SUBMISSION FORM & CHECKLIST

Thank you for submitting your reimbursement request. Before submitting your request, please complete the form below. Incomplete submissions may result in delay, or possible denial, of your reimbursement request.



Name of Media*	Invoice(s) Total	Account Name _____
<input style="width: 95%;" type="text"/>	\$ <input style="width: 50%;" type="text"/>	Mailing Address _____
<i>*Please use one Submission Form with each Media used</i>		City _____ St _____ Zip _____
Schedule of Run Dates (Month & Year)		Contact _____ Phone# _____
<input style="width: 95%;" type="text"/>		Email _____ Fax# _____
Questions? - Please call Lisa Bonner at (800) 592-7625 ext 2207 Or, email at mediacoop@namesandnumbers.com		

Please Check	COMPLETE APPROPRIATE CHECKLIST FOR SUBMITTED MEDIA*		Internal Use Only
YES	(N/A)		
<input type="checkbox"/>	<input type="checkbox"/>	1. Media/Advertiser Monthly Invoices (Must Accompany All Requests)	
<i>Radio - Television Submissions</i>			
<input type="checkbox"/>	<input type="checkbox"/>	2. Schedule/Contract with Media	
<input type="checkbox"/>	<input type="checkbox"/>	3. Affidavit (Certified Document) of Script & Tagline Content**	
<input type="checkbox"/>	<input type="checkbox"/>	3a. Or, DVD of Commercial(s)**	
<i>Newspaper & Print Submissions</i>			
<input type="checkbox"/>	<input type="checkbox"/>	4. Actual Tear Sheets** (Complete Page) - Including Ad	
<i>Billboard Submissions</i>			
<input type="checkbox"/>	<input type="checkbox"/>	5. Submitted Proof of Pre-Approved Design Layout	
<input type="checkbox"/>	<input type="checkbox"/>	6. Actual Photo of Billboard (Digital photos may be emailed)	
<i>Direct Mail & Other Submissions</i>			
<input type="checkbox"/>	<input type="checkbox"/>	7. Submitted Proof of Pre-Approved Piece	
<input type="checkbox"/>	<input type="checkbox"/>	8. Certified Postal / Postage Invoice (Direct Mail)	
<small>** (Reference Rules & Regulations)</small>			

Internal Use Only

Remit Request To: Names and Numbers ♦ c/o Media Co-Op ♦ P.O. Box 1479 ♦ Pittsburg, KS ♦ 66762

FAX (620) 231-3648