



Job Announcement Order Form

If you would like to advertise a job opening of interest to members of VOTA, please send this completed form, as well as a copy of the job description (in Word format if possible), by e-mail or mail.

VOTA will post the announcement on the Job Board page (*Member Only Access*) of our Chapter website for 30 days and include in an email out to the membership.

PAYMENT

Announcements are **\$150**. To submit your credit card payment (American Express, MasterCard or VISA) email to office@vaota.org, or mail your check, payable to VOTA, to 5101 Monument Avenue, Richmond, VA 23230.

PLEASE NOTE THAT PAYMENT MUST BE RECEIVED BEFORE THE JOB ANNOUNCEMENT IS POSTED.

AUTHORIZATION

Payment Information: Visa MC AMEX Check # _____

Organization/Business: _____

Contact Name: _____

Email: _____

Phone: _____

Name on Credit Card: _____

Credit Card Number: _____

Expiration Date: _____

Card Verification Number (3 digit on Visa or MC and 4 digit on AMEX): _____

Billing Address Associated with Credit Card:

Authorized Signature: _____