



## 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 Job Board page of our Chapter website for 30 days, send a blast email out to the membership, and post an announcement on the chapter's Facebook page.

### PAYMENT

Announcements are **\$150**. To submit your credit card payment (American Express, MasterCard or VISA) email to [office@vaota.org](mailto:office@vaota.org), or mail your check, payable to VOTA, to 6200 Lakeside Avenue, Richmond, VA 23228.

***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: \_\_\_\_\_