



VIRGINIA ASSOCIATION OF  
BROADCASTERS TV/RADIO  
BROADCAST ORDER  
INSTRUCTIONS

Date \_\_\_\_\_

| Client | Start Date | Copy End Date | Radio | TV | Priority |
|--------|------------|---------------|-------|----|----------|
| _____  | _____      | _____         |       |    |          |
| _____  | _____      | _____         |       |    |          |
| _____  | _____      | _____         |       |    |          |
| _____  | _____      | _____         |       |    |          |
| _____  | _____      | _____         |       |    |          |

especially tv

**Electronic Invoicing Preferred:**

|                                      |                  |
|--------------------------------------|------------------|
| Virginia Association of Broadcasters |                  |
| <b>EDI PROVIDER</b>                  | <b>ID NUMBER</b> |
| TVInvoices.com                       | 9916964          |
| RadiolInvoices.co                    | 9914927          |
| m SpotData.com                       | 2066             |
| Marketron.com                        | 186473           |
| EmediaTrade.com                      | EMT12645         |

Contact James Levy 804 643 4433 x 3 or [james.levy@easterassociates.com](mailto:james.levy@easterassociates.com) with questions or for information about electronic invoicing

**BILLING ADDRESS** Virginia Association of Broadcasters  
250 West Main Street, Suite 100  
Charlottesville, VA 22902

| Time            | Length   | Monday-Sunday ads per client per week |
|-----------------|----------|---------------------------------------|
| 5:30 am – 10 am | 15/30/60 | _____                                 |
| 10 am – 3 pm    | 15/30/60 | _____                                 |
| 3 pm – 7 pm     | 15/30/60 | _____                                 |
| 7 pm – 12 mid   | 15/30/60 | _____                                 |

- Standard broadcast billing cycle
- **Priced affidavit proof of performance required**
- **All invoices must show date and time spot ran, unit cost, ISCI code/title of spot and invoice total**
- **This information is very important to our reporting process**
- **NEW PROCESS: All clients can be combined into ONE VAB Invoice/ Affidavit**
- **All spots can be found at the following link:**
- **<http://www.vabonline.com/about-vab/ncsa-program/>**