

Please fill out this on-line form then print and fax to Employee Communications @ 453-3660 or send via interoffice mail to Personnel Department, Attention: Employee Communications



THE PEN CLASSIFIED AD REQUEST

Name _____

Department: _____ Work Phone: _____

STEP 1: Fill in all boxes below that apply.

TYPE:	FOR SALE	<input type="checkbox"/>	CATEGORY:	TRANSPORTATION	<input type="checkbox"/>
	WANTED	<input type="checkbox"/>		MERCHANDISE	<input type="checkbox"/>
	DONATION	<input type="checkbox"/>		REAL ESTATE	<input type="checkbox"/>
	YARD/GARAGE SALE	<input type="checkbox"/>		OTHER	<input type="checkbox"/>

STEP 2: After reading the rules below either type or print your ad in the following space:

CLASSIFIED ADVERTISING RULES:

1. All County employees, active or retired, permanent or temporary, may submit ads.
2. Ads will be published one time on a space-available basis according to date/time received. Requests for repeat ads must be re-submitted each time.
3. Only personal items can be advertised. Business or commercial ads, or for providing services, are not acceptable.
4. Use home phone or address. Work numbers/addresses cannot be included.
5. The *Pen* reserves the right to edit ads for appropriateness, length and content.
6. To place a classified ad, complete this form online, print and then fax to Employee Communications @ 453-3660 or send via interoffice mail to Personnel Department, Attention: Employee Communications.

(This form may be reproduced locally)