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Job Posting Order Form

To post your Job Opportunity(ies) please complete this form for the job announcements you wish InsideNGO to post, along with credit card payment information, and *fax** it to InsideNGO. To facilitate job posting on our website, please email the corresponding job descriptions in separate word or pdf documents to edeakins@insidengo.org.

Date: _____

Organization: _____

Contact Name: _____ Title: _____

E-Mail Address: _____ Phone: _____

InsideNGO Member: Yes No (if unsure, please check [here](#))

Member Rate: \$150/job posting Non Member Rate: \$300/job posting

List the Job Announcements (by title) and which section to post on (FG&C, HR, Program, Other or IT) being transmitted with this request (use a blank continuation form if necessary):

Position Title	Job Page to Post on:
_____	<input type="checkbox"/> FG&C <input type="checkbox"/> HR <input type="checkbox"/> Program <input type="checkbox"/> Other <input type="checkbox"/> IT
_____	<input type="checkbox"/> FG&C <input type="checkbox"/> HR <input type="checkbox"/> Program <input type="checkbox"/> Other <input type="checkbox"/> IT
_____	<input type="checkbox"/> FG&C <input type="checkbox"/> HR <input type="checkbox"/> Program <input type="checkbox"/> Other <input type="checkbox"/> IT

#Jobs being posted with this request x \$ _____ Job Posting = \$ _____ being charged with this request.

Please note: InsideNGO requires pre-payment for job postings.

Charge \$ _____ to my: American Express VISA MasterCard Discover

Account Number: _____

Expiration Date: _____

Cardholder Name: _____ Cardholder Email: _____

Cardholder Signature (or authorized personnel): _____

Credit Card Billing Address: _____

Credit Card City/State/Zip : _____

Credit Card Billing Phone#: _____

Questions?? Contact: Elizabeth Deakins at (203) 226-3650 or edeakins@insidengo.org

*Please fax this form back to InsideNGO at (203) 226-3652