

Standard Operating Procedure

Profit Center 12 – Balanced Billing

Follow this order entry procedure to ensure **Balanced Billing as Billing Only**:

VIRGIN ISLANDS DAILY NEWS -- Ad Entry

Account: JOSEPH STRUBECK
513292
149 PENN AVENUE
SCRANTON PA 18503
PT Profit Ctr
Contract *****
Balance / Pending: 0.00
record 1 of 1

Order Confirmation: SCRLSRCLA1
Print Email Fax

Class: A NOT APPLICABLE
Mod size: A Use Publisher
- Rate: RBB Retail
- Width: 1.00 - Height: 0.00
Tot Inches: 0.00 Words: 0 Preprints: 0 Pages: 0
Billing Description: BALANCED BILLING (RETAIL)
- P.O.:

Rate Codes RBB or CDBB should be used

Order at 1x0

Pub Zone Edition Start Date Inserts End Date
DNDN DLY 1 11/01/2010 1 11/01/2010

Calendar: Weekly
Copy schedules: Yes No

Remarks: *****
Size Units: 0.00
Rate: 0.00
Flat Charge to desired price

Ensure the proper salesperson is credited

Flat

Code: 109ST Salesperson Name: STRUBECK JOSEPH x5258 Percentage: 100.00

FC Adj Gross: 220.00
Additional Charges: 0.00
Agency: 0.00% -0.00
Tax: 0% 0.00
Net Price: 220.00
Payments: 0.00
Memo Bill View All Days

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Profit Center 12 – Balanced Billing

Use of the rate codes **RBB (Retail Balanced Billing)** or **CDBB (Class Display Balanced Billing)** will ensure proper credit of the ad revenue along with automatically marking the order for **Billing Only** (i.e., preventing it from dropping it into layout).

VIRGIN ISLANDS DAILY NEWS -- Ad Entry

Account: JOSEPH STRUBECK
513292
149 PENN AVENUE
SCRANTON PA 18503
570-348-9100x5258

Balance / Pending: 0.00
record 1 of 1

Order Confirmation: Print, Email, Fax
SCRLSRCLA1

Class: A NOT APPLICABLE
Mod size: A
Rate: RBB Retail
Ad#: 80422513
Billing Description: BALANCED BILLING (RETAIL)

Scheduling: Pricing, Contracts, Upsells, Co-ops, Text, Misc
Start Date: 11/01/2010
End Date: 11/01/2010
Inserts to date: ****
Last post: *****

Billing Only
 Layout Only
 Both

Run Type: Normal
Camera ready: Yes No

Department Code: A Not Applicable
SIC Code: 0 Not Applicable
NIC Code: A Not Applicable

Ad Total Price: 220.00
Discount: 0.00 %
FC Adj Gross: 220.00
Additional Charges: 0.00
Agency: 0.00 %
Tax: 0 %
Net Price: 220.00
Payments: 0.00

Remarks: *****

Size Units: 0.00
Rate: 0
Insertions: 1
Freq: Each Insertion
Billing date: 11/01/2010

Code: 109ST
Salesperson Name: STRUBECK JOSEPH x5258
Percentage: 100.00

Defaulted to Billing Only