



## MESSAGE BOARD INFORMATION SHEET

**Fee \$30.00** (\$26.55 + \$3.45 HST) per fourteen (14) day time frame  
(includes both signs).

**Dundas St Message Text:** (12 characters per line; 4 lines)


**Finkle St Message Text:** (12 characters per line; 3 lines)


**Date Message to run:** From \_\_\_\_\_ to \_\_\_\_\_

### Instructions:

- 1) Fill out the form as per the set number of characters per sign. Words cannot be split between lines. You must leave a space between words. A letter, number, symbol or space is considered a character.
- 2) Messages must start on a weekday and will run for 14 days from that day.
- 3) Phone numbers are NOT recommended.

### Invoice Information:

Name of Organization: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Attention to: \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

### OFFICE USE ONLY

*Invoice Date* \_\_\_\_\_

*Payment Date / Type* \_\_\_\_\_

Posted:

Removed:

*Finkle Sign:* \_\_\_\_\_

*Finkle Sign:* \_\_\_\_\_

*Dundas Sign:* \_\_\_\_\_

*Dundas Sign:* \_\_\_\_\_