## ORDER

Orders	Order / Re		71912	25						me	:9a	9	
	Alt Order #												
	Product De	esc:		i Board Of Cor	nmissione	rs	-			WODO			
	Estimate:		Distric					-		WSBS			
	Flight Date			/23 - 11/05/23			Primary A			Viviana De	La Hoz		
	Original Da			/23 / 10/27/23			Sales Off			MLOC			
	Order Type	e:	GENE				Sales Reg	gion:		Local			
Agency	Name:		Merce	edes Rodrigu	ez Campa	ign							
	Buying Co	ntact:	Merce	edes Rodrigue	Z		Billing Ty	pe:		Cash			
	Billing Cor	itact:					Billing Ca	llendar:		Broadcast			
			3128	Coral Way			Billing Cy	cle:		EOM/EOC			
			Miami	, FL 33145			Agency C	Commis	sion:	15%			
Advertiser	Name:		Merce	edes Rodrigu	ez								
	Demograp	hic:	A35+				New Busi	iness E	nd:				
	Product Co	odes:	PL1 -	Candidates			Advertise	r Exterr	nal ID:				
	Revenue (	Code 1:	AGY				Agency E	xternal	ID:				
	Revenue (	Code 2:	POL				Unit Code	e:		General			
	Revenue (	Code 3:	CANE	CAND		Order Se	Order Separation:		00:10:00				
	Priority:		P-3										
Bill Plan						Тс	otals						
Start Date	End Date	# Spots	Gross A	Amount Ne	t Amount		onth		# Spots	Gross Am		et Amount	Rating
10/30/23	11/05/23	53	\$	13,675.00	\$11,62	3.75	ovember 2023 tals		53 53	. ,		\$11,623.7 \$11,623.7	
Account Exec	utivoo					10				φ10,0	10.00	¢11,02011	0 0.00
Account Execut		Sales Offi	ce S	Sales Region	Start D	Date / End I	Date		Order %	7			
Viviana De La I	Hoz	MLOC	I	ocal	Start C	)f Order - E	End Of Order		100%	6			
Ln Ch	Start End	Inver	ntory Co	ode Bre	ak Star	/End Tim	e Days	Len :	Spots	Rate Pri	Rtg Type	Spots	Amount
	10/30/23 11/0	5/23 4P-5F	)	CM	LOS	IMPLICAD	OS11111	:15	5	\$100.00P-1	0.00 NM	_	\$500.00
Chart				ADOS <u>Spots/We</u>	-	PM-5:00 P	PM) Rating						
<u>Start</u> Week: 10/30			ekdays	Shots/WVe	ек	Rate R							
		23 111	11	00000/110		00.00	0.00						
	10/30/23 11/0	5/23 5P-6F	11	CM	5 \$10 MEG		0.00 PN11111	:15	5	\$200.00P-1	0.00 NM	5	\$1,000.00
	10/30/23 11/05 <u>Date End D</u>	5/23 5P-6F MEG ate Wee	11 P M-F	CM	5 \$10 MEG (5:00	A NEWS 5 PM-6:00 P <u>Rate R</u>	0.00 PN11111	:15	5	\$200.00 P-1	0.00 NM	5	\$1,000.00
N 2 22 1 <u>Start</u> Week: 10/30	10/30/23 11/05 <u>Date End D</u>	5/23 5P-6F MEG <u>ate Wee</u> 23 111 5/23 6P-7F	11 9 M-F A NEWS 9 M-F 9 M-F	CM S 5PM	5 \$10 MEG (5:00 <u>eek</u> 5 \$20 CAR	A NEWS 5 PM-6:00 P <u>Rate R</u> 00.00 LUCHO	0.00 PN11111 PM) <u>Rating</u> 0.00 11111	:15	5	\$200.00 P-1 \$125.00 P-1	0.00 NM		
N 2 22 1 <u>Start</u> Week: 10/30 N 3 22 1 <u>Start</u>	10/30/23 11/09 <u>Date End D</u> 0/23 11/05/ 10/30/23 11/09 <u>Date End D</u>	5/23 5P-6F MEG. 23 111 5/23 6P-7F CARI ate Wee	11 P M-F A NEWS 2kdays 11 P M-F UCHO 2kdays	CM S 5PM <u>Spots/We</u>	5 \$1( MEG (5:00 <u>eek</u> 5 \$2( CAR (6:00 <u>eek</u>	A NEWS 5 PM-6:00 P <u>Rate R</u> 00.00 LUCHO PM-7:00 P <u>Rate R</u>	0.00 PN11111 M) <u>Rating</u> 0.00 11111 M) <u>Rating</u>						
N 2 22 1 <u>Start</u> Week: 10/30 N 3 22 1 <u>Start</u> Week: 10/30	10/30/23 11/09 <u>Date End D</u> 0/23 11/05/ 10/30/23 11/09 <u>Date End D</u>	Size   Sp-6F     MEG.   Meg.     23   111     5/23   6P-7F     CARI   CARI     ate   Wee     23   111     5/23   6P-7F     CARI     23   111     5/23   6P-7F     CARI     23   111     5/23   7P-8F	11 <sup>2</sup> M-F A NEWS <u>ekdays</u> 11 <sup>2</sup> M-F LUCHO <u>ekdays</u> 11 <sup>2</sup> M-F	CM S 5PM <u>Spots/We</u> CM	5 \$10 MEG (5:00 200 5 \$20 CAR (6:00 200 200 5 \$12 SEV0	A NEWS 5 PM-6:00 P <u>Rate R</u> 00.00 LUCHO PM-7:00 P <u>Rate R</u> 25.00 CEC	0.00 PN11111 M) <u>Rating</u> 0.00 11111 M) <u>Rating</u> 0.00 11111					5	\$625.00
N 2 22 1 <u>Start</u> Week: 10/30 N 3 22 1 <u>Start</u> Week: 10/30 N 4 22 1 <u>Start</u>	IO/30/23   11/0!     Date   End D     D/23   11/05/     IO/30/23   11/05     Date   End D     Date   End D     D/23   11/05     IO/30/23   11/05/     IO/30/23   11/05/     IO/30/23   11/05/     Date   End D     Date   End D	5/23   5P-6F     MEG.     ate   Wee     23   111     5/23   6P-7F     CARI   CARI     ate   Wee     23   111     5/23   6P-7F     CARI   111     5/23   111     5/23   7P-8F     SEVC   3EVC     ate   Wee	11 <sup>2</sup> M-F A NEWS <u>ekdays</u> 11 <sup>2</sup> M-F LUCHO <u>ekdays</u> 11 <sup>2</sup> M-F	CM S 5PM <u>Spots/We</u> CM <u>Spots/We</u>	5 \$1( MEG (5:00 <u>eek</u> 5 \$2( CAR (6:00 <u>eek</u> 5 \$12 SEV( (7:00 <u>eek</u>	A NEWS 5 PM-6:00 P <u>Rate R</u> 00.00 LUCHO PM-7:00 P <u>Rate R</u> 25.00 CEC PM-8:00 P <u>Rate R</u>	0.00 PN11111 M) <u>Rating</u> 0.00 11111 M) <u>Rating</u> 0.00 11111	:15	5	\$125.00P-1	0.00 NM	5	\$625.00
N 2 22 1 <u>Start</u> Week: 10/30 N 3 22 1 <u>Start</u> Week: 10/30 N 4 22 1 <u>Start</u> Week: 10/30	IO/30/23   11/0!     Date   End D     D/23   11/05/     IO/30/23   11/05     Date   End D     Date   End D     D/23   11/05     IO/30/23   11/05/     IO/30/23   11/05/     IO/30/23   11/05/     Date   End D     Date   End D	Size   Sp-6F     MEG.   MEG.     ate   Wee     23   111     5/23   6P-7F     CARI   CARI     ate   Wee     23   111     5/23   7P-8F     SEV0   SEV0     ate   Wee     23   111     5/23   7P-8F     SEV0   ate     23   111     5/23   8P-9F	11 A NEWS <u>ekdays</u> 11 A M-F LUCHO <u>ekdays</u> 11 A M-F CEC <u>ekdays</u> 11	CM S 5PM <u>Spots/We</u> CM <u>Spots/We</u> CM	5 \$10 MEG (5:00 200 5 \$20 CAR (6:00 200 5 \$12 5 \$12 (7:00 200 200 5 \$20 0SC	A NEWS 5 PM-6:00 P <u>Rate R</u> 00.00 LUCHO PM-7:00 P <u>Rate R</u> 25.00 CEC PM-8:00 P	0.00 PN11111 PM) Rating 0.00 11111 PM) Rating 0.00 11111 PM) Rating 0.00 22222	:15	5	\$125.00P-1	0.00 NM	5	\$1,000.00 \$625.00 \$1,000.00 \$3,250.00
N 2 22 1 <u>Start</u> Week: 10/30 N 3 22 1 <u>Start</u> Week: 10/30 N 4 22 1 <u>Start</u> Week: 10/30	IO/30/23   11/05     Date   End D     D/23   11/05/     IO/30/23   11/05/     Date   End D     Date   End D     D/23   11/05/     D/23   11/05/     IO/30/23   11/05/     D/23   11/05/	5/23   5P-6F     MEG.     ate   Wee     23   111     5/23   6P-7F     CARI   CARI     ate   Wee     23   111     5/23   7P-8F     SEVC   SEVC     ate   Wee     23   111     5/23   7P-8F     SEVC   SEVC     ate   Wee     23   111     5/23   7P-8F     OSC/   ate     Wee   OSC/     ate   Wee	11 P M-F A NEWS ekdays 11 P M-F LUCHO ekdays 11 P M-F CEC ekdays 11	CM S 5PM <u>Spots/We</u> CM <u>Spots/We</u> CM	5 \$10 MEG (5:00 200k 5 \$20 CAR (6:00 200k 5 \$12 SEV0 (7:00 200k 5 \$20 OSC (8:00 200k	A NEWS 5 PM-6:00 P <u>Rate R</u> 00.00 LUCHO PM-7:00 P <u>Rate R</u> 25:00 CEC PM-8:00 P <u>Rate R</u> 00.00 AR HAZA PM-9:00 P	0.00 PN11111 PM) Rating 0.00 11111 PM) Rating 0.00 11111 PM) Rating 0.00 22222	:15 :15	5	\$125.00P-1 \$200.00P-1	0.00 NM 0.00 NM	5	\$625.00 \$1,000.00

								Prin	t Date: 10/27/	23 13:45:50	Page	2 of 2
Order / Rev:	71	9125		_	Advertiser:	Mercedes R	odriguez					
Alt Order #:					Product Desc:	Miami Board	I Of Commi	ssion	ers	WSBS		
Flight Dates:	10	/30/23 - 11/0	)5/23		Estimate:	District 1						
Ln Ch	Start	End	Inventory Code	Break	Start/End Tim	ie Days	Len Spo	ots	Rate Pri	Rtg Type	Spots	Amount
			8P-9P									
Sta	rt Date	End Date	OSCAR HAZA Weekdays Spo	s/Week	(8:00 PM-9:00 F Rate F	,					I	
Week: 10/		11/05/23	<u>11111</u>	<u>5/10000K</u>	\$650.00	<u>Rating</u> 0.00						
N 7 22	10/30/2	23 11/05/23	9P-10P M-F	CM	BAYLY	11111	:15	5	\$300.00P-1	0.00 NM	5	\$1,500.00
			BAYLY		(9:00 PM-10:00	PM)						
	<u>art Date</u>	End Date		s/Week		Rating						
Week: 10/		11/05/23	11111	5	\$300.00	0.00			****		_	<b>*</b> / <b>*</b> * * * * *
N 8 22	10/30/2	23 11/05/23	10p-11p LOS IMPLICADOS	СМ	LOS IMPLICAD (10:00 PM-11:0		:15	5	\$200.00P-1	0.00 NM	5	\$1,000.00
Sta	rt Date	End Date		s/Week	`	Rating						
Week: 10/		11/05/23	11111	5	\$200.00	0.00						
N 9 22	10/30/2	23 11/05/23	11P-1130P M-F	СМ	MEGA NEWS 1		:15	5	\$175.00P-1	0.00 NM	5	\$875.00
			MEGA NEWS 11PM		(11:00 PM-11:3	,						
<u>Sta</u> /Week: 10	art Date	<u>End Date</u> 11/05/23	<u>Weekdays</u> <u>Spo</u> 11111	<u>s/Week</u> 5	<u>Rate</u> <u>F</u> \$175.00	<u>Rating</u> 0.00						
N 10 22		23 11/04/23	8p-10p Sat.	CM	\$175.00 8P-P10P-SATU		:15	2	\$225.00P-3	0.00 NM	2	\$450.00
1110 22	11/04/2	.0 11/04/20	TOMAS REGALADO	OW	(8:00 PM-10:00		.10	2	ΨΖΖΟ.001 -0	0.00 14141	2	φ+30.00
TOMAS	REGAL	ADO			,	,						
	<u>art Date</u>	End Date		s/Week		Rating						
Week: 10/		11/05/23	2-	2		0.00			****			<b>***</b>
N11 22	11/05/2	23 11/05/23	8P-9P Sun TOMAS REGALADO	СМ	8P-9P-SUNDA (8:00 PM-9:00 F		:15	1	\$225.00P-3	0.00 NM	1	\$225.00
TOMAS	REGAL	ADO			(0.00 FINI-9.00 F	101)						
	art Date	End Date	Weekdays Spo	s/Week	Rate F	Rating						
Week: 10/	/30/23	11/05/23	1	1	\$225.00	0.00						
										Totals	53	¢13 675 00

Totals 53 \$13,675.00

Contract Agreement Between:

## CONTRACT

#### WSBS mega 🖻 7007 NW 77th Avenue Miami, FL 33166 (305)644-4800

www.spanishbroadcasting.com

And:

### Mercedes Rodriguez Campaign Attention: Mercedes Rodriguez 3128 Coral Way Miami, FL 33145

	Contract / Re	vision		Alt Order	u
	719125	/		Alt Order #	±
A	/19125	/			
<u>Advertiser</u>			<u>  Or</u>	iginal Date	/ Revision
Mercedes Rodriguez			1	0/20/23	/ 10/27/23
Contract Dates	Estimate #				
10/30/23 - 11/05/23	District 1				
Product					
Miami Board Of Commis	sioners				
	Billing Cycle	Billing	Cale	endar	Cash/Trade
	EOM/EOC	Broadcast			Cash
	Property	Account E		xecutive	Sales Office
	WSBS	Viviana De		La Hoz	WSBS Local Sa
	Special Hand	ling			
	Cash in Adva	nce			
	Demographic				
	Adults 35+				
	Agy Code	Advert	iser	Code	Product 1/2
	Agency Ref			Advertiser	Ref
	Spoto/				
Dovo Longth	Spots/		-	<u> </u>	•

	Start/End	Spots/	
*Line Ch Start Date End Date Description			Spots Amount
N 1 22 10/30/23 11/05/23 LOS IMPLICADOS		15 NM	
Start Date   End Date   Weekdays   Spots/Week     Week:   10/30/23   11/05/23   11111   5	<u>Rate</u> \$100.00		
N 2 22 10/30/23 11/05/23 MEGA NEWS 5PM <u>Start Date</u> End Date Weekdays Spots/Week Week: 10/30/23 11/05/23 11111 5	MEGA NEWS 5PM : <u>Rate</u> \$200.00	15 NM	5 \$1,000.00
N 3 22 10/30/23 11/05/23 CARLUCHO <u>Start Date End Date Weekdays Spots/Week</u> Week: 10/30/23 11/05/23 11111 5	CARLUCHO : <u>Rate</u> \$125.00	15 NM	5 \$625.00
N 4 22 10/30/23 11/05/23 SEVCEC <u>Start Date</u> End Date Weekdays Spots/Week Week: 10/30/23 11/05/23 111111 5	SEVCEC : <u>Rate</u> \$200.00	15 NM	5 \$1,000.00
N 5 22 10/30/23 11/05/23 OSCAR HAZA <u>Start Date</u> <u>End Date</u> <u>Weekdays</u> <u>Spots/Week</u> Week: 10/30/23 11/05/23 22222 10	OSCAR HAZA : <u>Rate</u> \$325.00	15 NM	10 \$3,250.00
N 6 22 10/30/23 11/05/23 OSCAR HAZA <u>Start Date End Date Weekdays Spots/Week</u> Week: 10/30/23 11/05/23 11111 5	OSCAR HAZA : <u>Rate</u> \$650.00	30 NM	5 \$3,250.00
N 7 22 10/30/23 11/05/23 BAYLY <u>Start Date End Date Weekdays Spots/Week</u> Week: 10/30/23 11/05/23 11111 5	BAYLY : <u>Rate</u> \$300.00	15 NM	5 \$1,500.00
N 8 22 10/30/23 11/05/23 LOS IMPLICADOS <u>Start Date End Date Weekdays Spots/Week</u> Week: 10/30/23 11/05/23 11111 5	LOS IMPLICADOS : Rate \$200.00	15 NM	5 \$1,000.00
N 9 22 10/30/23 11/05/23 MEGA NEWS 11PM <u>Start Date End Date Weekdays Spots/Week</u> Week: 10/30/23 11/05/23 11111 5	MEGA NEWS 11PI : <u>Rate</u> \$175.00	15 NM	5 \$875.00
N 10 22 11/04/23 11/04/23 TOMAS REGALADO TOMAD REGALADO	8P-P10P-SATURD	15 NM	2 \$450.00

(\* Line Transactions: N = New, E = Edited, D = Deleted) TERMS AND CONDITIONS: Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to Station the amount of any bills rendered by Station within the time specified and until payment in full is received by Station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to Station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified. This insertion order is subject to the Terms and Conditions of Advertising Orders ("Terms and Conditions - AO") located at www.spanishbroadcasting.com/termsandconditionsAO.html, and such Terms and Conditions - AO" and shall be jointly and severally liable for payment to Media Provider/Station. WideOrbit System, Advertiser, Agency and/or Service represents that it has read and agrees to such "Terms and Conditions - AO" and shall be jointly and severally liable for payment to Media Provider/Station.

\*\*This Media Provider/Station does not discriminate in the sale of advertising time, and will accept no advertising which is placed with an intent to discriminate on the basis of race, gender or ethnicity. Advertiser hereby certifies that it is not buying broadcasting air time under this advertising sales contract for a discriminatory purpose, including but not limited to decisions not to place advertising on particular stations on the basis of race, gender, national origin, or ancestry.\*\*

Contract Agreement Between:

me9a 🖗	WSBS 7007 NW 77tl Miami, FL 33 (305)644-480	166		<u>Advertiser</u> Mercedes Rodu	riguez		t / Revision 25 /		<u>Drder #</u> Date / R /23 /	levision 10/27/23
www.spanishbroadcasting.com				<u>Contract Dates</u> 10/30/23 - 11/05	5/23	<u>Product</u> Miami Bo	oard Of Cor		nate # rict 1	
*Line Ch Start Date E			Start/End Time	Days	Length	Spots/ Week	Rate	Туре	Spots	Amount
<u>Start Date</u> <u>End</u> Week: 10/30/23 11/0	<u>Date Weekdays</u> 5/232-	Spots/Week 2	<u>Rate</u> \$225.00							
N 11 22 11/05/23 TOMAD REGALAD <u>Start Date End</u> Week: 10/30/23 11/0	O <u>Date Weekdays</u>	S REGALADO <u>Spots/Week</u> 1	8P-9P-SUND <u>Rate</u> \$225.00	AY	:15			NM	1	\$225.00
				Totals					53	\$13,675.00
Time Period	# of Spots G	ross Amount Ag	gency Comm.	Net Amo	ount					
10/30/23 -11/05/23	53	\$13,675.00	(\$2,051.25)	\$11,62	3.75					
Totals	53	\$13,675.00	(\$2,051.25)	\$11,623	3.75					
Signature: Here	edes "He Jonne Th	erci' Rod teresa de	rique	Date:/ (/	27	120	<u>83</u>			

(\* Line Transactions: N = New, E = Edited, D = Deleted) TERMS AND CONDITIONS: Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to Station the amount of any bills rendered by Station within the time specified and until payment in full is received by Station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to Station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified. This insertion order is subject to the Terms and Conditions of Advertising Orders ("Terms and Conditions-AO") located at www.spanishbroadcasting.com/termsandconditionsAO.html, and such Terms and Conditions - AO are made a part of this insertion order and incorporated by reference. By submitting this insertion Order via the WideOrbit System, Advertiser, Agency and/or Service represents that it has read and agrees to such "Terms and Conditions - AO" and shall be jointly and severally liable for payment to Media Provider/Station.

\*\*This Media Provider/Station does not discriminate in the sale of advertising time, and will accept no advertising which is placed with an intent to discriminate on the basis of race, gender or ethnicity. Advertiser hereby certifies that it is not buying broadcasting air time under this advertising sales contract for a discriminatory purpose, including but not limited to decisions not to place advertising on particular stations on the basis of race, gender, national origin, or ancestry.\*\*

# CANDIDATE ADVERTISEMENT AGREEMENT FORM

See Order for proposed schedule and charges. See Invoice for actual schedule and charges.

, Mercedes Rodriguez

\_\_\_\_, hereby request station time as follows:

IDENTIFY CANDIDATE TYPE

Date of Request to Purchase Ad Time:

FEDERAL CANDIDATE

ALL QUESTIONS/BLOCKS MUST BE COMPLETED						
Candidate name:						
Mercedes Rodriguez						
Authorized committee:						
Agency requesting time (and contact information):						
Merced es Rodrigue 2	= Campaign					
Candidate's political party:						
Office sought (no acronyms or abbreviations):						
Commissioner District 1	х -					
Date of election: Nov. 7, 2023	General Primary					
Treasurer of candidate's authorized committee:						
The undersigned represents that:						
(1) the payment for the broadcast time requested has been fur	nished by (check one box below).					
the candidate listed above who is a legally qualified car						
the authorized committee of the legally qualified candi						
(2) this station is authorized to announce the time as paid for b						
(3) this station has disclosed its political advertising policies, inc						
and other sales practices (not applicable to federal candidate	tes).					
THIS STATION DOES NOT DISCRIMINATE OR PERMIT DISCRIMINATION ON THE BASIS OF RACE OR ETHNICITY IN THE PLACEMENT OF ADVERTISING.						
Candidate/Committee/Agency	Station Representative					
Signature. Mener A. P. P. D.	-Signature: Viviana De La Hoz					
Name Mercedes L Robriguez	Name: Viviana De La Hoz					

Date of Station Agreement to Sell Time:

Federal Candidate Certification: The undersigned hereby certifies that the broadcast matter to be aired pursuant to this disclosure either (1) does not refer to an opposing candidate or, if it does, (2) contains a clearly identifiable photograph or similar image of the candidate for a duration of at least four seconds and a simultaneously displayed printed statement identifying the candidate, that the candidate approved the broadcast and that the candidate and/or the candidate's authorized committee paid for the broadcast or if radio programming, contains a personal audio statement by the candidate that identifies the candidate, the office being sought and that the candidate has approved the broadcast.								
Candidate/Authorized Committee/	Agency							
Name: Mercedes L Ro	luging							
Name: Mercedes L Ka	parique 2							
Date: [D] 23								
ΤΟ	BE COMPLETED BY STATION OF	NLY						
Ad submitted to Station? 🖌 Yes	No Date ad received:							
Note: Must have separate PB-19 Forr	ns for each version of the ad (i.e., for e	every ad with differing copy).						
Federal candidate certification signed (ab	oove): Ves No	N/A						
Disposition:    Image: Disposition:   Image: Accepted   Image: Accepted IN PART (e.g., ad copy not yet received to determine sponsor ID)*   Image: Rejected - provide reason:   *Upload partially accepted form, then promptly upload updated final form when complete.								
Date and nature of follow-ups, if any (e.g.	, insufficient sponsor ID tag):	-						
Contract #: 717125	Station Call Letters: WSBS	Date Received/Requested:						
Est. #:	Station Location: Miami	Run Start and End Dates: 10-30-23-11-05-23						
Upload order, this form and invoice (or traffic system print-out) or other documents reflecting this transaction to the OPIF or use this space to document schedule of time purchased, when spots actually aired, the rates charged and the classes of time purchased or attach separately. If station will not upload the actual times spots aired until an invoice is generated, the name of a contact person who can provide that information immediately should be placed in the "Terms and Disclosures" folder in the OPIF.								