ORDER

Order / Rev: 392757 **Orders** 09960578 Alt Order #: Product Desc: Anti-Biden WDJT-TV-LP CBS58 Estimate: 490105 09/30/20 - 10/06/20 Primary AE: Jay Smith Flight Dates: Original Date / Rev: 09/29/20 / 09/29/20 Sales Office: HDC NAT Order Type: **GENERAL** Sales Region: Name: Del Ray Media Agency Billing Type: Cash Anne Braunscheidel **Buying Contact:** Billing Contact: Billing Calendar: Broadcast EOM/EOC 1427 Leslie Ave Suite #102 Billing Cycle: Agency Commission: 15% Alexandria, VA 22301 Advertiser Issue/America First Action Name: Demographic: A35+ New Business Thru: **Product Codes:** PL Issue Order Separation: 00:15:00 Advertiser External ID: Priority: P-2 AGY Agency External ID: Revenue Code 1: POL Unit Code: Revenue Code 2: General Revenue Code 3: ISS

Bill Plan

Dill'i lan				
Start Date	End Date	# Spots	Gross Amount	Net Amount
09/28/20	10/06/20	62	\$74,950.00	\$63,707.50

Totals

Month	# Spots	Gross Amount	Net Amount	Rating
October 2020	62	\$74,950.00	\$63,707.50	0.00
Totals	62	\$74,950.00	\$63,707.50	0.00

Account Executives

Account Executive	Sales Office	Sales Region	Start Date / End Date	Order %
Jay Smith			Start Of Order - End Of Order	100%

Order Share	Share	Total
WDJT-TV-LP CBS58	25%	\$74,950.00
Market	100%	\$299,800.00

Competitive Share	Share	Total
CABLE	0%	\$0.00
WBME	0%	\$0.00
WCGV	0%	\$0.00
WISN	24%	\$71,952.00
WITI	25%	\$74,950.00
WMLW-	1%	\$2,998.00
WPXE	0%	\$0.00
WTMJ	25%	\$74,950.00
WVTV	0%	\$0.00
WYTU	0%	\$0.00

Ln Ch	Start	End	Inventory Code	Break	Start/End T	ime Days	Len Sp	ots	Rate Pri	Rtg Type	Spots	Amount
N 1 WDJT (09/30/20	09/30/20	Price Is Right 10a	a-11a CM	10a - 11a	2	:30	2	\$1,000.00 P-2	0.00 NM	2	\$2,000.00
			Price is Right 10a	a-11a								
Start	Date	End Date	Weekdays	Spots/Week	Rate	Rating						
Week: 09/28	8/20	10/04/20	2	2	\$1,000.00	0.00						
N 2 WDJT	10/01/20	10/01/20		CM	10a - 11a	2	:30	2	\$1,000.00 P-2	0.00 NM	2	\$2,000.00

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WDJT-TV-LP CBS58

Order / Rev:

392757

Advertiser:

Issue/America First Action

Alt Order #:

09960578

Product Desc:

Anti-Biden

Flight Dates:

09/30/20 - 10/06/20

Estimate:

490105

Break Start/End Time Rate Pri Rtg Type Spots Ln Ch Start End Inventory Code Days Len Spots Amount Price Is Right 10a-11a Price is Right 10a-11a Spots/Week Start Date **End Date** Weekdays Rate Rating Week: 09/28/20 10/04/20 ---2---2 \$1,000.00 0.00 N 3 WDJT 10/02/20 10/02/20 10a - 11a ----2--:30 2 \$1,000,00 P-2 0.00 NM 2 \$2,000.00 Price Is Right 10a-11a CM Price is Right 10a-11a **End Date** Start Date Weekdays Spots/Week Rate Rating Week: 09/28/20 10/04/20 ----2--2 \$1,000.00 0.00 Price Is Right 10a-11a :30 2 \$1,000,00 P-2 0.00 NM \$2,000.00 N 4 WDJT 10/05/20 10/05/20 10a - 11a Price is Right 10a-11a Start Date **End Date** Weekdays Spots/Week Rate Rating Week: 10/05/20 10/11/20 2 \$1,000.00 0.00 N 5 WDJT 10/06/20 10/06/20 Price Is Right 10a-11a CM -2----:30 2 \$1,000.00 P-2 0.00 NM 2 \$2,000.00 Price is Right 10a-11a Start Date **End Date** Weekdays Spots/Week Rate Rating 10/11/20 2 \$1,000.00 0.00 Week: 10/05/20 N 6 WDJT 09/30/20 09/30/20 --2---:30 \$400.00 P-2 0.00 NM News at Noon CM 12p-1230p 2 2 \$800.00 News at Noon Start Date Rating End Date Weekdays Spots/Week Rate Week: 09/28/20 10/04/20 --2---\$400.00 0.00 12p-1230p N 7 WDJT 10/01/20 10/01/20 CM ---1---:30 \$400.00 P-2 0.00 NM 1 \$400.00 News at Noon News at Noon Spots/Week Start Date **End Date** Weekdays Rate Rating Week: 09/28/20 10/04/20 ---1---\$400.00 0.00 N 8 WDJT 10/02/20 10/02/20 News at Noon CM 12p-1230p ---2--:30 2 \$400.00 P-2 0.00 NM 2 \$800.00 News at Noon Spots/Week Start Date End Date Weekdays Rate Rating ----2--Week: 09/28/20 10/04/20 \$400.00 0.00 WDJT 10/05/20 10/05/20 News at Noon CM 12p-1230p 2----:30 \$400.00 P-2 0.00 NM 2 \$800.00 News at Noon Spots/Week Start Date **End Date** Weekdays Rating Rate Week: 10/05/20 10/11/20 \$400.00 0.00 N10 WDJT 10/06/20 10/06/20 -2----:30 \$400.00 P-2 0.00 NM News at Noon CM 12p-1230p 2 2 \$800.00 News at Noon Start Date **End Date** Weekdays Spots/Week Rate Rating Week: 10/05/20 10/11/20 2 \$400.00 0.00 N11 WDJT 09/30/20 09/30/20 3p-4p CM 3p-4p --2---:30 \$300.00 P-2 0.00 NM 2 \$600.00 Dr Phil Start Date **End Date** Weekdays Spots/Week Rate Rating Week: 09/28/20 --2---10/04/20 2 \$300.00 0.00 N12 WDJT 10/01/20 10/01/20 3p-4p CM 3p-4p ---1---:30 \$300.00 P-2 0.00 NM 1 \$300.00 Dr Phil Rating Start Date **End Date** Weekdays Spots/Week Rate 10/04/20 ---1---\$300.00 0.00 Week: 09/28/20 :30 \$300.00 P-2 0.00 NM 2 N13 WDJT 10/02/20 10/02/20 3p-4p CM 3p-4p ----2--2 \$600.00 Dr Phil Rating Spots/Week Start Date **End Date** Weekdays Rate Week: 09/28/20 10/04/20 ----2--\$300.00 0.00 N14 WDJT 10/05/20 10/05/20 1-----:30 \$300.00 P-2 0.00 NM \$300.00 CM 3p-4p 3p-4p 1 Dr Phil Start Date **End Date** Weekdays Spots/Week Rate Rating 0.00 Week: 10/05/20 10/11/20 \$300.00 :30 \$300.00 P-2 0.00 NM 2 \$600.00 N15 WDJT 10/06/20 10/06/20 3p-4p CM 3p-4p -2----2 Dr Phil Weekdays Rating Start Date **End Date** Spots/Week Rate Week: 10/05/20 10/11/20 -2----\$300.00 0.00 10/01/20 10/01/20 CBS This Morning M-F 7GM ---1---:30 \$400.00 P-2 0.00 NM 1 \$400.00 N16 WD.IT 7a-9a 1 CBS This Morning M-F 7a-9a Spots/Week Start Date **End Date** Weekdays Rate Rating

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Page 3 of 5 Order / Rev: 392757 Advertiser: Issue/America First Action

WDJT-TV-LP CBS58 Alt Order #: 09960578 Product Desc: Anti-Biden

490105 Flight Dates: 09/30/20 - 10/06/20 Estimate:

Ln	Ch	Start	End	Inventory Code	Break	Start/End T	ime Days	Len Sp	oots	Rate Pri	Rtg Type	Spots	Amount
\/\e	Sta ek: 09/	rt Date	End Date 10/04/20	Weekdays	Spots/Week 1	Rate \$400.00	Rating 0.00						
			0 10/05/20	CBS This Morning	M-F 7QM	7a-9a	1	:30	1	\$400.00 P-2	0.00 NM	1	\$400.00
	Sta	rt Date	End Date	CBS This Morning Weekdays	M-F 7a-9a Spots/Week	Rate	Rating						
We	ek: 10/		10/11/20	1	1	\$400.00	0.00						
N 18	WDJT	10/06/20	0 10/06/20	CBS This Morning		7a-9a	-1	:30	1	\$400.00 P-2	0.00 NM	1	\$400.00
14/-	Sta ek: 10/	rt Date	End Date 10/11/20	Weekdays	Spots/Week	Rate	Rating						
			0 10/04/20	CBS58 Sun Morni	1 ng 7a-8M	\$400.00 7a-8a	0.00	:30	1	\$400.00 P-2	0.00 NM	1	\$400.00
				CBS58 Sun Mom	ing 7a-8a	_							
We	<u>Sta</u> ek: 09/	rt Date 28/20	End Date 10/04/20	Weekdays1	Spots/Week 1	Rate \$400.00	Rating 0.00						
N20	WDJT	10/04/2	0 10/04/20	CBS Sunday Mor		8a-930a	2	:30	2	\$2,000.00 P-2	0.00 NM	2	\$4,000.00
We	Sta eek: 09/	rt Date 28/20	End Date 10/04/20	Weekdays	Spots/Week	Rate \$2,000.00	Rating 0.00						
N21	WDJT	10/04/2	0 10/04/20	Face the Nation	СМ	930a-1030a	1	:30	1	\$800.00 P-2	0.00 NM	1	\$800.00
We	Sta eek: 09/	rt Date 28/20	End Date 10/04/20	Weekdays	Spots/Week 1	Rate \$800.00	Rating 0.00						
			0 09/30/20	M-F 4p-5p News	СМ	4p-5p	1	:30	1	\$300.00 P-2	0.00 NM	1	\$300.00
		rt Date	End Date	M-F 4p-5p News Weekdays	Spots/Week	Rate	Rating						
	ek: 09/		10/04/20	1	1	\$300.00	0.00	.20		#200 00 D 2	0.00 NIM	4	£200 00
N23				M-F 4p-5p News M-F 4p-5p News	СМ	4p-5p		:30	1	\$300.00 P-2	0.00 NM	1	\$300.00
We	<u>Sta</u> eek: 09/	rt Date 28/20	End Date 10/04/20	Weekdays 1	Spots/Week 1	Rate \$300.00	Rating 0.00						
N24	WDJT	10/02/2	0 10/02/20	M-F 4p-5p News M-F 4p-5p News	СМ	4p-5p	1	:30	1	\$300.00 P-2	0.00 NM	1	\$300.00
We	<u>Sta</u> eek: 09/	rt Date 28/20	End Date 10/04/20	Weekdays	Spots/Week 1	Rate \$300.00	Rating 0.00						
N25	WDJT	10/05/2	0 10/05/20	M-F 4p-5p News M-F 4p-5p News	СМ	4p-5p	1	:30	1	\$300.00 P-2	0.00 NM	1	\$300.00
We	Sta eek: 10/	rt Date 05/20	End Date 10/11/20	Weekdays 1	Spots/Week 1	Rate \$300.00	Rating 0.00						
N26	WDJT	10/06/2	0 10/06/20	M-F 4p-5p News M-F 4p-5p News	CM	4p-5p	-1	:30	1	\$300.00 P-2	0.00 NM	1	\$300.00
10/6	Sta eek: 10/	rt Date	End Date 10/11/20	Weekdays	Spots/Week	Rate \$300.00	Rating 0.00						
-				M-F 5pm News	CM	5p-530p	1	:30	1	\$500.00 P-2	0.00 NM	1	\$500.00
	Sta	rt Date	End Date	M-F 5pm News Weekdays	Spots/Week	Rate	Rating						
	eek: 09/		10/04/20	1	1	\$500.00	0.00	.20		¢500 00 D 0	0.00 NM	1	\$500.00
N 28	VVDJI	10/01/2	0 10/01/20	M-F 5pm News M-F 5pm News	СМ	5p-530p	1	:30	1	\$500.00 P-2	U.UU INIVI	'	\$500.00
We	<u>Sta</u> eek: 09	rt Date /28/20	End Date 10/04/20	Weekdays	Spots/Week 1	Rate \$500.00	Rating 0.00						
-				M-F 5pm News M-F 5pm News	CM	5p-530p	1	:30	1	\$500.00 P-2	0.00 NM	1	\$500.00
10/	Sta eek: 09	art Date	End Date 10/04/20	Weekdays	Spots/Week	Rate \$500.00	Rating 0.00						
			0 10/05/20	M-F 5pm News	CM	5p-530p	1	:30	1	\$500.00 P-2	0.00 NM	1	\$500.00
		art Date	End Date	M-F 5pm News Weekdays	Spots/Week		Rating						
***************************************	eek: 10		10/11/20	1	CM	\$500.00 5p-530p	0.00	:30	1	\$500.00 P-2	0.00 NM	1	\$500.00
NOI	4 4 D J I	10/00/2	.0 10/00/20		Civi	op-ooop		.50	1	φ500.00 F-Z	0.00 14141	'	Ψ300.00

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WDJT-TV-LP CBS58

Order / Rev:

392757

Advertiser:

Issue/America First Action

Alt Order #:

09960578

Product Desc:

Anti-Biden

Flight Dates:

09/30/20 - 10/06/20

Estimate:

490105

Ln Ch	Start	End	Inventory Code	Break	Start/End Ti		Len Spot	s Rate Pri	Rtg Type	Spots	Amount
			M-F 5pm News M-F 5pm News			-1					
	rt Date	End Date	Weekdays	Spots/Week	Rate	Rating					
Week: 10/ N32 WDJT		10/11/20	-1 Sat 5pm News	CM	\$500.00 5p-530p	0.00	:30	1 \$450.00 P-2	0.00 NM	1	\$450.00
1102 11201	10/00/2		Sat 5pm News	OW	ор осор	_	.00	V 100.001 2	0.00 11111		V100.00
Sta Week: 09	rt Date /28/20	End Date 10/04/20	Weekdays1-	Spots/Week 1	Rate \$450.00	Rating 0.00					
N33 WDJT	09/30/2	0 09/30/20	M-F Late News M-F Late News	СМ	10p-1035p	1	:30	1 \$1,200.00 P-2	0.00 NM	1	\$1,200.00
Sta Week: 09	art Date /28/20	End Date 10/04/20	Weekdays1	Spots/Week 1	Rate \$1,200.00	Rating 0.00					
N34 WDJT	10/02/2	0 10/02/20	M-F Late News M-F Late News	СМ	10p-1035p	1	:30	1 \$1,200.00 P-2	0.00 NM	1	\$1,200.00
Sta Week: 09	art Date /28/20	End Date 10/04/20	Weekdays	Spots/Week 1	Rate \$1,200.00	Rating 0.00					
N35 WDJT	10/05/2	0 10/05/20	M-F Late News M-F Late News	СМ	10p-1035p	1	:30	1 \$1,200.00 P-2	0.00 NM	1	\$1,200.00
Sta Week: 10	art Date /05/20	End Date 10/11/20	Weekdays 1	Spots/Week 1	Rate \$1,200.00	Rating 0.00					
N36 WDJT		0 10/06/20	M-F Late News M-F Late News	СМ	10p-1035p	-1	:30	1 \$1,200.00 P-2	0.00 NM	1	\$1,200.00
Sta Week: 10	art Date	End Date 10/11/20	Weekdays	Spots/Week	Rate \$1,200.00	Rating 0.00					
N37 WDJT			Jeopardy 6p-630p		6pm-630pm	1	:30	1 \$2,000.00 P-2	0.00 NM	1	\$2,000.00
Sta Week: 09	art Date	End Date 10/04/20	Weekdays	Spots/Week	Rate \$2,000.00	Rating 0.00					
N38 WDJT			Jeopardy 6p-630p		6pm-630pm	1	:30	1 \$2,000.00 P-2	0.00 NM	1	\$2,000.00
Sta Week: 09	art Date	End Date 10/04/20	Weekdays	Spots/Week	Rate \$2,000.00	Rating 0.00					
N39 WDJT			Jeopardy 6p-630p Jeopardy / M-F		6pm-630pm	1	:30	1 \$2,000.00 P-2	0.00 NM	1	\$2,000.00
Sta Week: 09	art Date	End Date 10/04/20	Weekdays	Spots/Week	Rate \$2,000.00	Rating 0.00					
N40 WDJT			Jeopardy 6p-630		6pm-630pm	1	:30	1 \$2,000.00 P-2	0.00 NM	1	\$2,000.00
Ct	D-4-	End Data	Jeopardy / M-F	Constant At a st	Data	Dating					
Week: 10	art Date /05/20	End Date 10/11/20	Weekdays 1	Spots/Week 1	Rate \$2,000.00	Rating 0.00					
N41 WDJT	10/06/2	0 10/06/20	Jeopardy 6p-630p Jeopardy / M-F	p CM	6pm-630pm	-1	:30	1 \$2,000.00 P-2	0.00 NM	1	\$2,000.00
Sta Week: 10	art Date 0/05/20	End Date 10/11/20	Weekdays -1	Spots/Week 1		Rating 0.00					
N42 WDJT	09/30/2	0 09/30/20	Wheel of Fortune Wheel of Fortune		630pm-7pm	1	:30	1 \$2,500.00 P-2	0.00 NM	1	\$2,500.00
Sta Week: 09	art Date 1/28/20	End Date 10/04/20	Weekdays	Spots/Week 1	Rate \$2,500.00	Rating 0.00					
N43 WDJT			Wheel of Fortune		630pm-7pm	1	:30	1 \$2,500.00 P-2	0.00 NM	1	\$2,500.00
St Week: 09	art Date 0/28/20	End Date 10/04/20	Weekdays	Spots/Week	The second second	Rating 0.00					
			Wheel of Fortune		630pm-7pm	1	:30	1 \$2,500.00 P-2	0.00 NM	1	\$2,500.00
	art Date	End Date	Weekdays	Spots/Week		Rating					
Week: 09		10/04/20	1 Wheel of Fortune	630n-70M	\$2,500.00 630pm-7pm	0.00	:30	1 \$2,500.00 P-2	0.00 NM	1	\$2,500.00
14-70 44001	10/03/2		Wheel of Fortune	e / M-F			.50	. 42,000.001 2	2.20		-,
St	art Date	End Date	Weekdays	Spots/Week	Rate	Rating					

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WDJT-TV-LP CBS58

Order / Rev:

392757

09/30/20 - 10/06/20

Advertiser: Product Desc: Issue/America First Action

Alt Order #: Flight Dates:

Start Date

Week: 09/28/20

End Date

10/04/20

Weekdays

----1

Spots/Week

09960578

Anti-Biden

Estimate:

490105

Ln Ch Inventory Code Break Start/End Time Days Len Spots Rate Pri Rtg Type Spots Amount Start End Spots/Week Start Date End Date Weekdays Rate Rating Week: 10/05/20 10/11/20 1 \$2,500.00 0.00 N46 WDJT 10/06/20 10/06/20 Wheel of Fortune 630p-70M 630pm-7pm -1----:30 1 \$2,500,00 P-2 0.00 NM \$2,500.00 1 Wheel of Fortune / M-F Weekdays End Date Spots/Week Rating Start Date Rate -1----Week: 10/05/20 10/11/20 1 \$2,500.00 0.00 N47 WDJT 10/03/20 10/03/20 Sat 6p-7p Jep/Wheel ----1-:30 \$800.00 P-2 0.00 NM \$800.00 Sat 6p-7p Jep/Wheel Start Date Weekdays Spots/Week **End Date** Rate Rating Week: 09/28/20 10/04/20 ----1-\$800.00 0.00 N48 WDJT 10/06/20 10/06/20 -1----:30 1 \$8,000.00 P-2 Tu 7p - 8p CM Tu 7p - 8p 0.00 NM \$8,000.00 NCIS Start Date End Date Weekdays Spots/Week Rate Rating -1----Week: 10/05/20 1 \$8,000.00 10/11/20 0.00 N49 WDJT 10/04/20 10/04/20 Su 7p - 8p CM ----1 :30 1\$12,000.00 P-1 \$12,000.00 7p - 8p 0.00 NM **60 Minutes Presents**

Rating

0.00

Rate

1\$12,000.00

Totals \$74,950.00

WDJT-TV Political/Issue Form

Station(s) WDJT WMLW

Order(s): 392757 392755

Advertise Issue/America First Act	tion	Date:	9/29/2020						
ISCI/AD-ID	TITLE			LENGTH					
AFA1720TVH	Day One			30					
Comment: Against Biden - economy, raising taxes									
Sales Manager: Adam Leston									

Copy Coordinator: Beth Danielson

ISSUE (Non-candidate) ADVERTISEMENT AGREEMENT FORM

Del Ray Media	_, hereby request station time as fo	llows: See Order for proposed								
schedule and charges. See Invoice for actual schedule and charges.										
Check one:										
Ad "communicates a message relating to any political matter of national importance" by referring to (1) a legally qualified candidate for federal office; (2) an election to federal office; (3) a national legislative issue of public importance (e.g., health care legislation, IRS tax code, etc.); or (4) a political issue that is the subject of controversy or discussion at the national level. Ad does NOT communicate a message relating to any political matter of national importance (e.g., relates										
only to a state or local issue).										
ALL QUE	STIONS/BLOCKS MUST BE COM	1PLETED								
Station time requested by:										
Agency name: Del Ray Media										
Address: PO Box 1309, Alexandria, VA 223	13									
Contact:	Phone number: 703-518-4747	Email:								
Name of advertiser/sponsor (list entity's committees] with no acronyms; name m	full legal name as disclosed to the Fede ust match the sponsorship ID in ad):	ral Election Commission [for federal								
Name: America First Action, Inc										
Address: 1400 Crystal Drive, Suite 850, Arli	ngton, VA 22202									
Contact:	Phone number:	Email: info@a1apac.org								
Station is authorized to announce the ti	me as paid for by such person or entity.									
List ALL of the chief executive officers o group(s) of the advertiser/sponsor (Use	r members of the executive committee of separate page if necessary.):	or board of directors or other governing								
Linda McMahon, Chair Brian Walsh, President Jon Proch, Treasurer										
By signing below, advertiser/sponsor representative committee and board of directors	resents that those listed above are the only ors or other governing group(s).	executive officers, members of the								
If ad refers to a federal candidate(s) or f	ederal election, list ALL of the following	N/A								
Name(s) of every candidate referred to: Joe Biden										
Office(s) sought by such candidate(s) (no acronyms or abbreviations): President										
Date of election:										
Clearly identify EVERY political matter ad (no acronyms); use separate page if	of national importance referred to in the necessary:	. N/A								

THIS STATION DOES NOT DISCRIMINATE OR PERMIT DISCRIMINATION ON THE BASIS OF RACE OR ETHNICITY IN THE PLACEMENT OF ADVERTISING.

The advertiser/sponsor agrees to indemnify and hold harmless the station for any damages or liability, including reasonable attorney's fees, which may arise from the broadcast of the above-requested advertisement(s). For the above-requested ad(s), the advertiser/sponsor also agrees to prepare a script, transcript or tape, which will be delivered to the station by the log deadlines outlined in the station's disclosure statement.

Advertiser/Spansor		Station Represent	ative				
Signature: Del Ray Med	lia	Signature:					
Name: Del Ray Media		Name:					
Date of Request to Purchase Ad Time:	4/9/2020	Date of Station Agr	reement to Sell Time:				
ТО	BE COMPLETED	BY STATION O	NLY				
Ad submitted to station?	No	Date ad received:					
Note: Must have separate PB-19 forms (or the	equivalent, e.g., adden	dums) for each version o	f the ad (i.e., for every ad with differing copy).				
If only one officer, executive committee member or director is listed above, station should ask the advertiser/sponsor in writing if there are any other officers, executive committee members or directors, maintain records of inquiry and update this form if additional officers, members or directors are provided.							
Disposition: Accepted Accepted IN PART (e.g., ad not re Rejected – provide reason (option	nal):						
*Upload partially accepted form, then promptly upload updated final form when complete. Date and nature of follow-ups, if any:							
Contract #:	Station Call Letters:		Date Received/Requested:				
Est. #:	Station Location:		Run Start and End Dates:				
For national issue ads only (not required for state/local issue ads):							

Upload order, this disclosure form and invoice (or traffic system print-out) or other material 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 (including date, time, class of time and reasons for any make-goods or rebates) 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.