

ORDER

Orders
Order / Rev: 3549527
Alt Order #:
Product Desc: PFY Elect Paul Bondar
Estimate: May 28
Flight Dates: 05/28/24 - 06/03/24
Original Date / Rev: 05/15/24 / 05/15/24
Order Type: NORMAL

Primary AE: KSWO
 Kim Graumann
Sales Office: GN-NY
Sales Region: National

Agency Name: Multi Media Services Corp
Buying Contact:
Billing Contact:
 915 King Street 2nd Fl
 Alexandria, VA 22314

Billing Type: Cash
Billing Calendar: Broadcast
Billing Cycle: EOM/EOC
Agency Commission: 15%

Advertiser Name: Paul Bondar for Congress
Demographic: A25-54
Product Codes: Candidate - National - House
Revenue Code 1: AGY
Revenue Code 2: POL
Revenue Code 3: POL-CAND
Priority: P-04

New Business End:
Advertiser External ID: 632074
Agency External ID: 114340
Unit Code: General
Order Separation: 00:05:00

Bill Plan

Start Date	End Date	# Spots	Gross Amount	Net Amount
05/27/24	06/03/24	267	\$19,525.00	\$16,596.25

Totals

Month	# Spots	Gross Amount	Net Amount	Rating
June 2024	267	\$19,525.00	\$16,596.25	0.00
Totals	267	\$19,525.00	\$16,596.25	0.00

Account Executives

Account Executive	Sales Office	Sales Region	Start Date / End Date	Order %
Kim Graumann			Start Of Order - End Of Order	100%

Ln	Ch	Start	End	Inventory Code	Break	Start/End Time	Days	Len	Spots	Rate	Pri	Rtg	Type	Spots	Amount
N 1	KSWO	05/28/24	06/03/24	M-F 5-6a M-F 5-6a	CM	5a-6a	MTWTF--	:30	16	\$35.00	P-04	0.00	NM	20	\$700.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--		16				\$35.00		0.00			
		Week: 06/03/24	06/09/24	M-----		4				\$35.00		0.00			
N 2	KSWO	05/28/24	06/03/24	M-F 6-7a M-F 6-7a	CM	6a-7a	MTWTF--	:30	16	\$115.00	P-04	0.00	NM	20	\$2,300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--		16				\$115.00		0.00			
		Week: 06/03/24	06/09/24	M-----		4				\$115.00		0.00			
N 3	KSWO	05/28/24	06/03/24	ABC Good Morning America ABC Good Morning America	CM	658a-9a	MTWTF--	:30	24	\$110.00	P-04	0.00	NM	30	\$3,300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--		24				\$110.00		0.00			
		Week: 06/03/24	06/09/24	M-----		6				\$110.00		0.00			
N 4	KSWO	05/28/24	06/03/24	M-F 9am-10am Live With Kelly & Ryan	CM	9am-10am	MTWTF--	:30	12	\$25.00	P-04	0.00	NM	15	\$375.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--		12				\$25.00		0.00			
		Week: 06/03/24	06/09/24	M-----		3				\$25.00		0.00			
N 5	KSWO	05/28/24	06/03/24	M-F 11-1130a M-F 11-1130a	CM	11a-1130a	MTWTF--	:30	6	\$15.00	P-04	0.00	NM	8	\$120.00

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Ln	Ch	Start	End	Inventory Code	Break	Start/End Time	Days	Len	Spots	Rate	Pri	Rtg	Type	Spots	Amount
N 6	KSWO	05/28/24	06/03/24	ABC Daytime GMA HR 3	CM	Various	MTWTF--	:30	8	\$25.00P-04		0.00	NM	10	\$250.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					6	\$15.00		0.00			
		Week: 06/03/24	06/09/24	M-----					2	\$15.00		0.00			
N 7	KSWO	05/28/24	06/03/24	ABC General Hospital ABC General Hospital	CM	1p-2p	MTWTF--	:30	8	\$15.00P-04		0.00	NM	10	\$150.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					8	\$25.00		0.00			
		Week: 06/03/24	06/09/24	M-----					2	\$25.00		0.00			
N 8	KSWO	05/28/24	06/03/24	M-F 2-3p M-F 2-3p	CM	2p-3p	MTWTF--	:30	12	\$15.00P-04		0.00	NM	15	\$225.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					12	\$15.00		0.00			
		Week: 06/03/24	06/09/24	M-----					3	\$15.00		0.00			
N 9	KSWO	05/28/24	06/03/24	M-F 3-4p M-F 3-4p	CM	3p-4p	MTWTF--	:30	12	\$20.00P-04		0.00	NM	15	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					12	\$20.00		0.00			
		Week: 06/03/24	06/09/24	M-----					3	\$20.00		0.00			
N 10	KSWO	05/28/24	06/03/24	M-F 4p News M-F 4p News	CM	4p-430p	MTWTF--	:30	8	\$35.00P-04		0.00	NM	10	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					8	\$35.00		0.00			
		Week: 06/03/24	06/09/24	M-----					2	\$35.00		0.00			
N 11	KSWO	05/28/24	06/03/24	M-F 430-5p M-F 430-5p	CM	430p-5p	MTWTF--	:30	8	\$15.00P-04		0.00	NM	10	\$150.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					8	\$15.00		0.00			
		Week: 06/03/24	06/09/24	M-----					2	\$15.00		0.00			
N 12	KSWO	05/28/24	06/03/24	M-F 5p News M-F 5p News	CM	5p-530p	MTWTF--	:30	8	\$80.00P-04		0.00	NM	10	\$800.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					8	\$80.00		0.00			
		Week: 06/03/24	06/09/24	M-----					2	\$80.00		0.00			
N 13	KSWO	05/28/24	06/03/24	M-F 6-7p News M-F 6-7p News	CM	6p-7p	MTWTF--	:30	16	\$140.00P-04		0.00	NM	20	\$2,800.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					16	\$140.00		0.00			
		Week: 06/03/24	06/09/24	M-----					4	\$140.00		0.00			
N 15	KSWO	05/28/24	06/03/24	M-F 10p Late News M-F 10p Late News	CM	10p-1035p	MTWTF--	:30	8	\$200.00P-04		0.00	NM	10	\$2,000.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					8	\$200.00		0.00			
		Week: 06/03/24	06/09/24	M-----					2	\$200.00		0.00			
N 17	KSWO	05/28/24	06/03/24	ABC News Nightline ABC News Nightline	CM	1135p-1205a	MTWTF--	:30	8	\$15.00P-04		0.00	NM	10	\$150.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-TWTF--					8	\$15.00		0.00			
		Week: 06/03/24	06/09/24	M-----					2	\$15.00		0.00			
N 19	KSWO	05/29/24	05/29/24	ABC Wednesday Prime Hr 3 ABC Wednesday Prime Hr 3	CM	9p-10p	--W----	:30	1	\$255.00P-04		0.00	NM	1	\$255.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	--W----					1	\$255.00		0.00			
N 20	KSWO	05/30/24	05/30/24	ABC Thursday Prime Hr 1 ABC Thursday Prime Hr 1	CM	658p-8p	---T---	:30	1	\$300.00P-04		0.00	NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>					<u>Spots/Week</u>	<u>Rate</u>		<u>Rating</u>			

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Ln	Ch	Start	End	Inventory Code	Break	Start/End Time	Days	Len	Spots	Rate	Pri	Rtg	Type	Spots	Amount
N21	KSWO	05/30/24	05/30/24	ABC Thursday Prime Hr 2	CM	8p-9p	---T---	:30	1	\$300.00	P-04	0.00	NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	---T---		1				\$300.00		0.00			
N22	KSWO	05/30/24	05/30/24	ABC Thursday Prime Hr 3	CM	9p-10p	---T---	:30	1	\$275.00	P-04	0.00	NM	1	\$275.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	---T---		1				\$275.00		0.00			
N23	KSWO	05/31/24	05/31/24	ABC Friday Prime Hr 1	CM	658p-8p	----F--	:30	1	\$250.00	P-04	0.00	NM	1	\$250.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	----F--		1				\$250.00		0.00			
N24	KSWO	05/31/24	05/31/24	ABC Friday Prime 2 Hour	CM	8:00 PM-10:01 PM	----F--	:30	2	\$250.00	P-04	0.00	NM	2	\$500.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	----F--		2				\$250.00		0.00			
N25	KSWO	06/01/24	06/01/24	Sa 630a News	CM	630a-7a	-----S-	:30	2	\$20.00	P-04	0.00	NM	2	\$40.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S-		2				\$20.00		0.00			
N26	KSWO	06/01/24	06/02/24	GMA 1	CM	7-8a Sat	-----S-	:30	4	\$40.00	P-04	0.00	NM	4	\$160.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S-		4				\$40.00		0.00			
N27	KSWO	06/01/24	06/01/24	Sa 8a News	CM	8a-9a	-----S-	:30	4	\$45.00	P-04	0.00	NM	4	\$180.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S-		4				\$45.00		0.00			
N28	KSWO	06/01/24	06/01/24	GMA 2	CM	9-10a Sat	-----S-	:30	4	\$25.00	P-04	0.00	NM	4	\$100.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S-		4				\$25.00		0.00			
N29	KSWO	06/01/24	06/01/24	Sa 6p News	CM	6p-630p	-----S-	:30	2	\$40.00	P-04	0.00	NM	2	\$80.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S-		2				\$40.00		0.00			
N30	KSWO	06/01/24	06/01/24	Sa 10p Late News	CM	10p-1035p	-----S-	:30	2	\$100.00	P-04	0.00	NM	2	\$200.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S-		2				\$100.00		0.00			
N31	KSWO	06/02/24	06/02/24	Su 630a News	CM	630a-7a	-----S	:30	2	\$20.00	P-04	0.00	NM	2	\$40.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S		2				\$20.00		0.00			
N32	KSWO	06/02/24	06/02/24	ABC GMA Sun	CM	7a-8a	-----S	:30	4	\$45.00	P-04	0.00	NM	4	\$180.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S		4				\$45.00		0.00			
N33	KSWO	06/02/24	06/02/24	Su 8a News	CM	8a-830a	-----S	:30	2	\$45.00	P-04	0.00	NM	2	\$90.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S		2				\$45.00		0.00			
N34	KSWO	06/02/24	06/02/24	ABC This Week	CM	930a-1030a	-----S	:30	1	\$30.00	P-04	0.00	NM	1	\$30.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S		1				\$30.00		0.00			
N35	KSWO	06/02/24	06/02/24	Su 530p News	CM	530p-6p	-----S	:30	2	\$50.00	P-04	0.00	NM	2	\$100.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 05/27/24	06/02/24	-----S		2				\$50.00		0.00			

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		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		05/27/24	06/02/24	-----S		2				\$50.00		0.00			
N 37	KSWO	05/31/24	06/02/24	ABC Sunday Prime Spe	CM	7:00 PM-9:00 PM	-----S	:30	1	\$225.00	P-04	0.00	NM	1	\$225.00
				ABC Sunday Prime Special		(7:00 PM-9:00 PM)									
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		05/27/24	06/02/24	-----S		1				\$225.00		0.00			
N 38	KSWO	05/31/24	06/02/24	ABC Sunday Prime Hr 4	CM	9p-10p	-----S	:30	1	\$225.00	P-04	0.00	NM	1	\$225.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		05/27/24	06/02/24	-----S		1				\$225.00		0.00			
N 39	KSWO	06/02/24	06/02/24	Su 10p Late News	CM	10p-1035p	-----S	:30	2	\$170.00	P-04	0.00	NM	2	\$340.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		05/27/24	06/02/24	-----S		2				\$170.00		0.00			
N 40	KSWO	06/02/24	06/02/24	Su 1035p-1105p	CM	1035p-1105p	-----S	:30	2	\$50.00	P-04	0.00	NM	2	\$100.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		05/27/24	06/02/24	-----S		2				\$50.00		0.00			
N 42	KSWO	06/03/24	06/03/24	ABC Monday Prime Hr 1	CM	658p-8p	M-----	:30	2	\$345.00	P-04	0.00	NM	2	\$690.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		06/03/24	06/09/24	M-----		2				\$345.00		0.00			
N 43	KSWO	05/28/24	06/03/24	M-F 1130a-12p	CM	1130a-12p	MTWTF--	:30	6	\$15.00	P-04	0.00	NM	7	\$105.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		05/27/24	06/02/24	-TWTF--		6				\$15.00		0.00			
Week:		06/03/24	06/09/24	M-----		1				\$15.00		0.00			
N 44	KSWO	06/03/24	06/03/24	ABC Monday Prime Hr 2	CM	8p-9p	M-----	:30	1	\$345.00	P-04	0.00	NM	1	\$345.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		06/03/24	06/09/24	M-----		1				\$345.00		0.00			
N 45	KSWO	05/28/24	05/28/24	ABC Tuesday Prime Hr 3	CM	9p-10p	-T-----	:30	1	\$250.00	P-04	0.00	NM	1	\$250.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		05/27/24	06/02/24	-T-----		1				\$250.00		0.00			
N 46	KSWO	06/02/24	06/02/24	ABC Sunday Prime Hr 1	CM	6p-7p	-----S	:30	1	\$195.00	P-04	0.00	NM	1	\$195.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
Week:		05/27/24	06/02/24	-----S		1				\$195.00		0.00			
													Totals	267	\$19,525.00

CANDIDATE ADVERTISEMENT AGREEMENT FORM

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

I, Dwight Sterling, hereby request station time as follows:

IDENTIFY CANDIDATE TYPE 

- FEDERAL CANDIDATE
- STATE OR LOCAL CANDIDATE

ALL QUESTIONS/BLOCKS MUST BE COMPLETED

Candidate name:
Paul L. Bondar

Authorized committee:
Elect Paul L. Bondar

Agency requesting time (and contact information):
 Multi Media Services, 915 King Street, Alexandria, VA 22314 (703-739-2160)

Candidate's political party:
Republican

Office sought (no acronyms or abbreviations):
United States House of Representatives for the 4th Congressional District of Oklahoma

Date of election: June 18, 2024 General Primary

Treasurer of candidate's authorized committee:
Thomas Datwyler

The undersigned represents that:


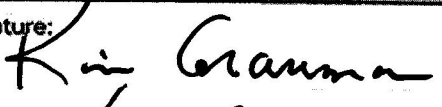
(1) the payment for the broadcast time requested has been furnished by (check one box below):

- the candidate listed above who is a legally qualified candidate, or
- the authorized committee of the legally qualified candidate listed above;

(2) this station is authorized to announce the time as paid for by such person or entity; and

(3) this station has disclosed its political advertising policies, including applicable classes and rates, discount, promotion and other sales practices (not applicable to federal candidates).

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: 	Signature: 
Name: Dwight Sterling	Name: Kim Grauman
Date of Request to Purchase Ad Time: May 3, 2024	Date of Station Agreement to Sell Time: 5-15-24

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

Signature:



Name: Dwight Sterling

Date: May 3, 2024

TO BE COMPLETED BY STATION ONLY

Ad submitted to Station? Yes No

Date ad received: 5-14-24

Federal candidate certification signed (above): Yes No N/A

Disposition:

- Accepted
- Accepted IN PART (e.g., ad copy not yet received to determine sponsor ID)*
- 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 #: <u>3549527</u>	Station Call Letters: <u>RJWO TV</u>	Date Received/Requested: <u>5-15-24</u>
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Est. #: <u>May 28</u>	Station Location: <u>Lawton OK</u>	Run Start and End Dates: <u>5-28 to 6-3-24</u>
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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.