

Greetings from national rep firm Gen Media Partners. We have been successful at selling your station and have sent your station an order. Please confirm this order upon receipt through Radio Exchange (if you are set up) or by email to Lauren.Welch@GenMediaPartners.com.

Need help reading your order, click here:

<https://youtu.be/K1VkpJhnVAc?si=2FbTTxNSxbXNrST2&t=282>

NAB Form, Spot and Traffic Instructions will be sent to you ASAP from GenMediaPartners@TrucastSolutions.com. If you are missing these, please email Lauren.Welch@GenMediaPartners.com.

Payment for this order will come from Media Financial Services within 24 hours of the order's start date via credit card, ACH or check. If you have not received payment within 24 hours of the start date, please send email to clientservices@genmediapartners.com communicating your call letters, advertiser, estimate number and flight date. You may also set up either ACH or credit payments by sending an email to clientservices@genmediapartners.com.

Requirements:

- At the end of the broadcast month, stations are required to send us a proof of performance in the form of an invoice/affidavit showing that the schedule ran (include call letters/advertiser/air dates and times/ISCI codes/rates).
- We prefer to receive your invoices electronically. You may send your invoices/affidavits/proof of performance electronically using one of these systems:
 - **Radio Invoices: RI12580 or 9912580 (*Preferred*)**
 - *Spotdata IDB#: 1828*
 - *Marketron IDB#: 120873*
 - *EMedia Trade: EMT10263*
 - *If you are unable to send invoices electronically*
email: INVOICES@MEDIAFINANCIAL.COM (Please be sure station call letters and advertiser appear on invoice/affidavits. Also include call letters and advertiser in the subject line of email)

Sending invoices/affidavits electronically will help streamline the process of political reconciliation. Thank you for your cooperation.

Best wishes,

The Political Team at Gen Media Partners