

INSTRUCTIONS:

- 1. REMOVE PAPER FORM FROM SECTION OF NOTEBOOK THAT IS APPLICABLE FOR YOUR ADVERTISEMENT AND FILL OUT.**
- 2. SLIDE COMPLETED FORM INTO APPROPRIATE SECTION.**
- 3. ALL FORMS MUST BE IN INK AND CLEARLY LEGIBLE. ALL FORMS THAT CANNOT BE READ OR NUMBERS THAT CANNOT BE UNDERSTOOD WILL IMMEDIATELY BE REMOVED FROM NOTEBOOK.**
- 4. ANY INAPPROPRIATE INFORMATION PROVIDED WILL BE REMOVED.**
- 5. NO HARSH LANGUAGE.**
- 6. ALL ADS WILL BE REMOVED 14 DAYS OR 60 DAYS FROM DATE OF ENTRY. PUT AD IN APPROPRIATE SECTION- LONG OR SHORT TERM. NO EXCEPTIONS. DO NOT ASK FOR AD TO BE REMOVED SOONER.**
- 7. ONLY USE IN OFFICE OR PICNIC TABLE AREA NEAR OFFICE. DO NOT TAKE HOME!** Please replace notebook to office on shelf, so that others can use it.
- 8. DO NOT REMOVE ANY ADS FROM NOTEBOOK. THIS WILL BE DONE BY AUTHORIZED PERSONS. BLANK PAPER IS PROVIDED IN THE BACK OF THE NOTEBOOK FOR YOUR USE.**
- 9. IF YOU HAVE ANY QUESTIONS OR COMMENTS EMAIL COMMUNITYNOTEBOOK@HOTMAIL.COM**