

## LISTINGS WORKSHEET INSTRUCTIONS

To send Listings Advertisements to JAXFAX for publication in JAXFAX Travel Marketing Magazine, please **download the Listings Worksheet** (Excel Format). Complete all requested fields before, faxing the form back to 203-301-0250, or email it back to Katie at khjifax@aol.com. (Include the issue of publication such as September 2008 Issue.)

**PLEASE COMPLETE ALL THE FIELDS ON THE WORKSHEET, UNLESS OTHERWISE INDICATED.**

**Origin City and Destination City** should be completed using the IATA codes, or names of the appropriate cities.

**Trip Type** indicates the type of flight (sked air, business class, sked tour, etc.)

**Departure Frequency** indicates the frequency that this particular flight is available (daily, weekly, or using codes for each day of the week – 1. Mon. / 2. Tues. / 3. Wed. / 4. Thurs. / 5. Fri. / 6. Sat. / 7. Sun.)

**Minimum and Maximum Prices:** for this flight/tour

**Net:** The word net indicates that the prices displayed are what a travel agent would pay to the supplier, and add their compensation when billing their clients. If the prices listed are not net, this field is left blank.

**Validity Period:** Is a range of dates for which the quoted flights and fares are available. We can also insert words in this field (ALL YEAR, or CALL)

**# of Days for Tours** – The total number of days for tour packages (this field is left blank for flights)

**Additional Information:** This field is limited in length (38 characters) so it is important that the information there be abbreviated to fit. The consolidator's phone number, or email address and pertinent information regarding the specific listing should be included.

\*Please note that Listings will run AS THEY ARE until we receive changes from the advertiser. They will run in each issue until we receive notification to cancel or change them. Every month, a "Listings Proof" is mailed to the advertiser. This proof indicates the deadline for changes to be made for the following issue of JAXFAX. On it, any changes can be written, and then the form can be faxed to us at 203-301-0250. We will also accept a revised worksheet sent by fax or email to make changes. If the quantity of listings is changed, the price per line may increase or decrease depending on the price range for the revised quantity. A 10% discount is offered to advertisers who have a credit card placed on file for monthly billing.

**If you have any questions or need assistance! please call Katie at 203-301-0255**