

HOW TO USE THE AMCTO CAREERS EXPRESS BROADCAST SERVICE

Your ad needs to be set up as follows:

- Created and sent in Microsoft Word
- Arial Font
- Top & Bottom margin must be 1"
- Paper must be letter size (8.5"x11")
- Must have a closing date in the ad
- Must include your municipal website address

For billing purposes, be sure to include the name of the person to invoice, the company name and the mailing address to send the invoice within your email to us.

If you have any questions or concerns regarding the set up of your ad and what we require, please call Kathleen Barrett at (905) 602-4294 x236 or email kbarrett@amcto.com