



## **ARIZONA SECTION WEB PAGE**

### **Announcements, Job Advertisement and/or RFP Posting Procedure**

#### **CONTACT INFORMATION**

All requests for posting to the AZ Section Web Page should be emailed to the current Arizona Section President at [president@azite.org](mailto:president@azite.org).

#### **ADVERTISEMENT REQUEST**

Each request should contain contact information, i.e. name, email and phone number (for billing and maintenance purposes), advertisement details, and duration of request.

#### **FORMAT**

Adobe Acrobat/PDF or Microsoft Word/DOC

File should contain detail the job description (company name, title, salary, description, and contact person information).

#### **DURATION**

For website maintenance purposes, all postings will be assigned a date.

Unless specifically requested, it is assumed that all postings are one (1) month or 30 days duration.

Advertisements greater than one (1) month or 30 days will be notified for additional payment or request for removal.

#### **COST**

\$50 per month. No fee for Arizona Public Agencies

#### **BILLING INFORMATION**

Checks payable to AZ ITE should be mailed or delivered to current section treasurer.

Check should be submitted within two (2) weeks of the request for posting.