

## **THE PEN EXTRA CLASSIFIED AD REQUEST**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_

### **STEP 1:**

Check all boxes below that apply.

#### **TYPE:**

FOR SALE

☐

WANTED

☐

DONATION

☐

YARD/GARAGE SALE

☐

**STEP 2:** After reading the rules below, type your ad in the following space, including the price:

### **CLASSIFIED ADVERTISING RULES:**

1. All County employees, active or retired, permanent or temporary, may submit ads.
2. Ads will be published one time on a space-available basis according to the date/time received. Requests for repeat ads must be re-submitted each time.
3. Only personal items can be advertised. Business or commercial ads or ads providing services are not acceptable.
4. Use home phone or address or personal email address. Work numbers/addresses cannot be included.
5. *The Pen Extra* reserves the right to edit ads for appropriateness, length and content.
6. To place a classified ad, complete this form and press the SUBMIT button. If you have questions, please call 464-5098.

**SUBMIT**