



## International Society of Psychiatric-Mental Health Nurses

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Fax: +1-608-443-2474 • Email: [info@ispn-psych.org](mailto:info@ispn-psych.org) • Website: [www.ispn-psych.org](http://www.ispn-psych.org)

### ISPN JOB POSTING ORDER FORM

#### Heading

The job posting should begin with the job title as the heading.

#### Format

Jobs postings should be attached to an email message as a Microsoft Word (.doc) or standard text (.txt) document or submitted within the body of the email message.

All job postings are in text format only; graphic images cannot accompany job postings.

#### Posting Size

Please limit the size of your job posting to one or two paragraphs of no more than 200 words.

#### Term

Each job posting is automatically removed 90 days from date of posting unless we receive an email message or faxed letter requesting us to extend it.

Please notify us as soon as the position has been filled so that we can remove it from the Website.  
All communications regarding job postings or changes to job postings must be in writing, by email.

#### Price

The price of a job posting is \$150, for 90 days.

#### Contact Us

To take advantage of this service, please send your job posting to the ISPN office at [info@ispn-psych.org](mailto:info@ispn-psych.org) or call us for more information at 608-443-2463.

#### Contact Information

Name of Contact: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### Payment Information

Please note that payment must be received and processed before the job will be posted. Please allow 2-3 business days once payment has been processed for the job to be posted on the ISPN website.

**Credit Card:**  Visa  MasterCard  Discover

Account # \_\_\_\_\_ EXP: \_\_\_\_/\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Check Enclosed: Check # \_\_\_\_\_ Name on Check: \_\_\_\_\_