

Pharmaceutical Sciences Group JOB POSTING POLICY

Job openings submitted to the PSG Office may be posted as follows:

- On the PSG Website for a minimum period of 7 days, **or**
- In both the electronic and hard copy versions of the bi-weekly mailing, **or**
- On the PSG Website **and** in the electronic and hard copy versions of the bi-weekly mailing

POSTING OF JOB OPENING ON PSG WEBSITE (*Applicable Rates on Pg. 3)

1. Every effort is made by the PSG Office to post the job opening within 48 hours of receipt.
2. Job openings may be posted on the PSG Website at any time and are posted for a minimum of a 1 week period.
3. Each additional week will be rated at 50% of the original cost if:
 - a. it is within 30 days of the last day the posting was originally on the web and,
 - b. there are no changes to the original job opening.

If the job opening requires any changes or if the company wants to re-instate the opening after 30 days from the last day of the original posting, the 50% discount does not apply.

4. Job openings are to be sent by e-mail to the PSG Office (kschulz@psg.ca) as an MSWord document with the company logo (if required) in .jpg format. **If possible, please provide the logo in a vector graphic form** so that it appears clear and sharp.
5. Prior to posting the job opening on the PSG Website, a link to preview the job opening will be sent to the company.
6. **If the company wishes to proceed** with the posting, please advise your approval by return e-mail as well as the length of time you want the opening posted. Please also provide a P.O. for invoice purposes.
7. **If the company does NOT wish to proceed** with the posting, the *company is to advise the PSG Office in writing ASAP.*
8. The job opening will NOT be posted until approval is received from the company.
9. An invoice will be sent by e-mail, unless a hard copy by mail is specifically requested. Payment may be made by VISA, MasterCard, AMEX or cheque.
10. All perspective candidates are to respond directly to the advertising company – the PSG office does not forward resumes.

POSTING OF JOB OPENING IN ELECTRONIC AND HARD COPY VERSIONS OF BI-WEEKLY MAILINGS (*Applicable Rates on Pg. 3)

1. The Pharmaceutical Sciences Group's bi-weekly mailing (both printed and electronic) is sent to PSG members every 2 weeks.
2. **Please contact the PSG office for the deadline date for submitting JOB ADS for the next bi-weekly mailing.**
3. Job openings are to be sent to the PSG Office to kschulz@psg.ca as an MSWord document. *Please send your company logo separately in .jpg file format. **If possible, please provide the logo in a vector graphic form** so that it appears clear and sharp in both the electronic and hard copy versions of the bi-weekly mailing.*
4. The job openings are formatted to PSG specifications in Quark X-Press and a proof of the hard copy is faxed back. **Please ensure a fax number is provided.**
5. **If the company wishes to proceed**, please initial the proof indicating your approval, provide a Purchase Order # for invoice purposes, and fax back to 905-513-7786.
6. An invoice will be sent by e-mail, unless a hard copy by mail is specifically requested. Payment may be made by VISA, MasterCard, AMEX, or cheque.
7. **If the company does NOT wish to proceed**, the PSG Office must be advised in writing ASAP.
8. If a response as to how to proceed with the job posting is not received by the date and time indicated on Page 1 of the faxed proof, the job posting will not be published.
9. All perspective candidates are to respond directly to the advertising company – the PSG office does not forward resumes.

RATES FOR JOB AD PLACEMENT ON PSG WEBSITE and/or BI-WEEKLY MAILING (printed & electronic)

Website ONLY

- Posted within 48 hours of receipt for 7-day minimum
- Each additional week @ 50%/week of original price.
- If company posts 3 or more job openings at the same time in one posting, they will receive 2 weeks for the price of the first week.

1 Week (minimum)	Cost	TOTAL (incl. 5% GST)
0 – 249 words	\$150	\$157.50
With company logo	\$200	\$210.00
250-500 words	\$225	\$236.25
with company logo	\$275	\$288.75
501-750 words	\$300	\$315.00
with company logo	\$350	\$367.50
751 – 1000 words	\$375	\$393.75
with company logo	\$425	\$446.25
Greater than 1000 words	\$500	\$525.00
with company logo	\$550	\$577.50

Bi-Weekly Mailing ONLY

- Posted in both electronic and hard copy of bi-weekly mailing
- 2 week duration

2 Weeks	Cost	TOTAL (incl. 5% GST)
Up to 150 words (¼ pg)	\$100	\$105.00
with company logo	\$150	\$157.50
151 - 250 words (½ pg)	\$200	\$210.00
with company logo	\$250	\$262.50
251 - 500 words (¾ pg)	\$300	\$315.00
with company logo	\$350	\$367.50
501 - 750 words (full page)	\$400	\$420.00
with company logo	\$450	\$472.50
Greater than 750 words	\$500	\$525.00
with company logo	\$550	\$577.50