

A Step-by-Step Guide
To Placing
Ads in the Washington
Post Using
[washingtonpost.com/jobs](https://www.washingtonpost.com/jobs)



Placing Print Ads via washingtonpost.com/jobs

STEP 1: Sign In

- Go to www.washingtonpost.com/recruit
- If you have an existing employer account, log in using your username and password.
- If you have not registered on the site before, click the “New User?” link to set up your account.

The screenshot shows the Washington Post Jobs website interface. At the top, the navigation bar includes links for NEWS, POLITICS, OPINIONS, LOCAL, SPORTS, ARTS & LIVING, CITY GUIDE, JOBS, CARS, REAL ESTATE, RENTALS, and CLASSIFIEDS. The main content area is titled 'Jobs' and features a 'Welcome, Employer' message. A red circle highlights the 'Account Sign-In' section, which contains input fields for 'Username' and 'Password', a 'SIGN-IN' button, and links for 'Forgot your username or password?' and 'New User? Create an employer account'. Below the sign-in section, there are promotional banners for 'Post a Job', 'Search for Candidates', 'More MEGA Jobs this September', 'Buy More and Save', and 'Questions?'. The footer contains contact information and copyright details.

Placing Print Ads via washingtonpost.com/jobs

Step 2: Place Your Ad

- Once logged into the site, click “Create a new ad” to begin building your ad
- Or, click “Edit current ads” to view and edit ads you’ve already purchased

The screenshot shows the Washington Post Jobs website interface. At the top, there is a navigation bar with links for NEWS, POLITICS, OPINIONS, LOCAL, SPORTS, ARTS & LIVING, CITY GUIDE, JOBS, CARS, REAL ESTATE, RENTALS, and SHOPPING. Below this, the user is logged in as 'Test Company' and is on the 'Jobs' page. The main content area is divided into two columns: 'Post a Job' and 'Search for Candidates'. The 'Post a Job' section includes a 'Create a new ad' button and an 'Edit current ads' link. The 'Search for Candidates' section includes a 'New user? Click here.' link and an 'Existing user? Search now.' link. There are also sections for 'My Account' and 'My Products'. At the bottom, there is a footer with copyright information and a link to the user agreement and privacy policy.

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washingtonpost.com > Jobs > My Account

Jobs POST A JOB | UPDATE JOBS | SEARCH RESUMES | MY RESUMES | MY ACCOUNT

(Sign out) | (Help) Hello, Test Company

Welcome, Employer **NOTICE** To view a report for all of your jobs, [click here.](#)

Services

Post a Job
Get noticed. Place your ad where the right candidate will find it.

- [Create a new ad](#)
- [Edit current ads](#)

Search for Candidates
Target your best candidates with our powerful matching technology.

- [New user? Click here.](#)
- [Existing user? Search now.](#)

My Account

- [Change Password](#)
- [Edit Company Info](#)
- [My Credit Card](#)
- [My Billing Account](#)
- [Questions? Contact jobshelp](#) or call (703) 469-2678

My Products

All Jobs Products >> [Click to view all the ways we can help you find the best local talent.](#)

Find Candidates Fast:
Search the 100,000 new qualified candidates added to our Resume Database in the past three months!
[Learn More](#)

Buy More and Save
Save up to 36% with a pack of 2 to 99 job listings - just use your listings anytime within a year.
[Get started!](#)

TIP Attractive job listings result in more resumes. Use HTML to spruce up your job listings.
[Click here](#) to learn how.

Jobs on washingtonpost.com, WashingtonJobs.com: [Search Jobs](#) | [Post Your Resumes](#) | [News & Advice](#) | [Career Fair](#) | [Post a Job](#) | [Search Resumes](#)

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Step 3: Select where your ad will run (print and/or online)

- Click “Get Started” in the Newspaper area

The screenshot shows the 'Post a Job' interface on washingtonpost.com. The page is titled 'Post a Job' and includes navigation links for 'NEWS', 'POLITICS', 'OPINIONS', 'LOCAL', 'SPORTS', 'ARTS & LIVING', 'CITY GUIDE', 'JOBS', 'CARS', 'REAL ESTATE', 'RENTALS', and 'SHOPPING'. The 'Jobs' section is active, and the user is logged in as 'Hello, Test Company'.

The 'Post a Job' section features three main options:

- Single Listing:** Includes an 'Online & Newspaper' option (reaching 400,000 job seekers) and a 'Newspaper' option (reaching 2.3 million people for as little as \$124). The 'Newspaper' option is circled in red.
- Multiple Listings:** A table showing pricing for different quantities of listings.
- Job Cost Calculator:** A tool to calculate the cost of listings, showing a cost of \$0.00 and savings of \$0.00.

The 'Newspaper' option is highlighted with a red circle, indicating the step to click 'Get Started' for this option.

Quantity	Price
1	\$395 each
2-3	\$345 each
4-5	\$325 each
6-10	\$285 each
11-15	\$265 each
16-20	\$245 each
21-39	\$225 each
40-59	\$175 each
60-79	\$145 each
80-99	\$125 each

Expires 10/21/08

Job Cost Calculator

How many job listings?
 [Calculate Savings](#)

■ Your Cost: \$0.00
 ■ Your Savings: \$0.00

[BUY NOW](#)

TIP: Have questions? Call us at 703-469-2678.

Jobs on washingtonpost.com, WashingtonJobs.com: [Search Jobs](#) | [Post Your Resumes](#) | [News & Advice](#) | [Career Fair](#) | [Post a Job](#) | [Search Resumes](#)

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Step 4: Create Your Ad

- Select the Run Location, Ad Type and Keyword. All three fields are required
 - Run Location: Whether the job advertised is inside or outside the local area
 - Ad Type: Which section of Jobs you want the ad listed in (General Jobs, Education, Tech, etc.)
 - Keyword: Which alphabetical category within Jobs you want the job grouped in (Administrative, Dental, Sales, etc.)

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washingtonpost.com > Jobs > My Account

Jobs POST A JOB UPDATE JOBS SEARCH RESUMES MY RESUMES MY ACCOUNT

(Sign out | Help) Hello, Test Company

Create Your Newspaper Ad You are on step: Sign In Create Your Ad Design Schedule & Compose Review & Edit

* All Fields Required

<p>Run Location</p> <p>Is this job inside or outside of the Post's local area? *</p> <p><input checked="" type="radio"/> Inside <input type="radio"/> Outside</p> <p>(What is This?)</p>	<p>Ad Type</p> <p>Class *</p> <p>905 - General Jobs</p> <p><input type="checkbox"/> Make this my default selection</p>	<p>Keyword</p> <p>Keyword *</p> <p>Administrative</p> <p>(What is This?)</p>
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BACK Cancel Newspaper Ad Order CONTINUE

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(Sign out | Help) Hello, Test Company

(Sign out | Help) Hello, Test Company



The Washington Post | washingtonpost.com | Express | El Tiempo Latino

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Step 5: Select Your Template

- Select from up to eight designs, each with different options for borders, multiple listings, and multiple columns.
- Click “Details” next to any template for more information

The screenshot displays the 'Design Your Newspaper Ad' interface on washingtonpost.com. At the top, the navigation bar includes 'washingtonpost.com', 'PRINT EDITION | Subscribe to The Washington Post', and various menu items like 'NEWS | OPINIONS | SPORTS | ARTS & LIVING'. Below this, the user's account information is visible: 'washingtonpost.com > Jobs > My Account'. The main heading is 'Jobs' with sub-links for 'POST A JOB', 'UPDATE JOBS', 'SEARCH RESUMES', 'MY RESUMES', and 'MY ACCOUNT'. The current step in the process is 'Design', with other steps being 'Sign In', 'Create Your Ad', 'Schedule & Compose', and 'Review &'. The 'Design Templates' section shows a grid of eight ad designs, each with a 'SELECT' button and a '(Details)' link. The designs include: 'Multi Listing Ad (with border)', 'Multi Listing Ad (no border)', 'Double-Column Multi Listing Ad (with border)', 'Double-Column Multi Listing Ad (with shadow border)', 'Basic Listing Ad (with border)', 'Basic Listing Ad (no border)', 'Double-Column Single Listing Ad (with border)', and 'Double-Column Single Listing Ad (with shadow border)'. Each design features a 'TWP JOBS' logo and placeholder text for job titles like 'CONTRACTS MANAGER' and 'Sr. Data Quality Analyst'. A red circle highlights the 'Details' link for the 'Double-Column Multi Listing Ad (with border)' template. An inset window on the right shows a preview of this selected template, titled 'Double-Column Multi Listing Ad (with border)', displaying two columns of job listings side-by-side.

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Step 6: Schedule and Compose Your Ad (part 1 of 2)

- Select your run date(s) by clicking the desired date(s). Your selections will automatically appear in the box on the right side of the page

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washingtonpost.com > Jobs > My Account

Jobs [POST A JOB](#) [UPDATE JOBS](#) [SEARCH RESUMES](#) [MY RESUMES](#) [MY ACCOUNT](#)

[\(Sign out | Help\)](#) Hello, Test Company

Schedule & Compose Ad You are on step: [Sign In](#) [Create Your Ad](#) [Design](#) [Schedule & Compose](#) [Review & Edit](#)

Run Dates

Choose Your Ad's Run Dates ^{*} Your selected dates:

<< **October** **November** >> Sunday, October 20

S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8

[\(I Don't See The Dates I Want | Publication Deadlines\)](#)

Placing Print Ads via washingtonpost.com/jobs

Step 6: Schedule and Compose Your Ad (part 2 of 2)

- Compose your ad using the available fields. These fields will vary depending on the design options you selected on the previous page. You may cut and paste text; if some characters do not paste accurately, simply delete the character and re-type it.

Select one of your logos for your ad. If you don't have saved logos and would like to add one, call 202-334-4100.

Increase or decrease font size.

The preview pane will automatically update to show how your ad will appear in the newspaper.

The screenshot shows the 'Compose' interface for creating a job advertisement. On the left, there are input fields for 'Company Logo' (with an 'ADD' button), 'Title Line' (containing 'Office Manager'), 'Body Copy' (with a sample text about an office manager), another 'Company Logo' field, and two 'Signature' fields. On the right, a preview pane shows the ad as it will appear in a newspaper. The preview includes the title 'Office Manager', a description of the role, and the text 'ABC Nonprofit EOE'. A 'Print Preview' button is located at the bottom of the preview pane. A price tag of '\$577.22' is displayed below the preview. At the bottom of the interface are 'BACK' and 'CONTINUE' buttons. A navigation bar at the very bottom contains links for various site sections like NEWS, OPINIONS, SPORTS, etc.

Compose

Company Logo:

Title Line: Office Manager

Body Copy: Small Arlington non-profit seeks experienced office manager with good organizational skills & good computer skills. Responsible for reception, facility management & more. Send resume to jobs@washingtonpost.com or fax to 703-555-5555.

Company Logo:

Signature 1: ABC Nonprofit

Signature 2: BOS

How Your Ad Will Appear in the Newspaper (Turn off preview)

Administrative

Office Manager
Small Arlington non-profit seeks experienced office manager with good organizational skills & good computer skills. Responsible for reception, facility management & more. Send resume to jobs@washingtonpost.com or fax to 703-555-5555.

ABC Nonprofit
EOE

Line Count: [19]

Current Price Reflecting Package Options **\$577.22**

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Step 7: Include your ad in Express

- Express is Washington Post's weekday tabloid distributed for free at heavily populated commuter areas (Metro stations, bus stops, etc.). Express readership are the often difficult-to-reach Metrorail riders, adults in Metro-serviced neighborhoods and people who work or live in urban locations. Express is read by over 260,000 on-the-go adults daily and is a great way to boost the effectiveness your print or online ad

The screenshot shows the 'Schedule Your Express Ad' page on washingtonpost.com. At the top, there are navigation links for 'NEWS', 'OPINIONS', 'SPORTS', 'ARTS & LIVING', 'DISCUSSIONS', 'PHOTOS & VIDEO', 'CITY GUIDE', 'CLASSIFIEDS', 'JOBS', 'CARS', and 'REAL ESTATE'. The main heading is 'Jobs' with sub-links for 'POST A JOB', 'UPDATE JOBS', 'SEARCH RESUMES', 'MY RESUMES', and 'MY ACCOUNT'. Below this, there's a 'Schedule Your Express Ad' section with a progress indicator: 'You are on step: Sign In, Create Your Ad, Design, Schedule Dates, CHECKOUT'. A 'NO THANKS, CHECKOUT' button is highlighted with a red circle. Below that is a calendar for selecting dates, with 'Wednesday, October 31' selected. Another red circle highlights the calendar. Below the calendar is a 'Compose Express Ad' section. It includes a 'Keyword: Administrative' field, a 'Company Logo' field, and a 'Title Line' field with 'Office Manager' entered. A 'Body Copy' field contains the text: 'Small Arlington non-profit seeks experienced office manager with good organizational skills & good computer skills. Responsible for reception, facility management & more. Send resume to [redacted]@washingtonpost.com or fax to 703-555-0005.' A preview of the ad is shown, with the text 'Office Manager' and 'ABC Nonprofit EOE' highlighted by a red circle. At the bottom right, the 'Current Express Ad Price' is shown as '\$77.50'. A 'CHECKOUT' button is at the bottom right of the form.

If you don't want your ad to run in Express, simply click "No Thanks".

To run your ad in Express, select your date(s). Then review the text below and click "Checkout".

The text from your Washington Post ad will automatically appear. You may edit this text as needed.

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Step 8: Review your order

- This page reflects the total cost of your Washington Post ad. If you added Express to your order, that total will appear here, as well
- If you received a promotional code to receive discounts on newspaper products, you may enter it on this page

The screenshot shows the 'Review & Edit Your Print Ad' page on washingtonpost.com. The page is titled 'Newspaper Order' and displays the following information:

- Newspaper Order:** The Washington Post, Sunday, October 28. (Edit this ad | Preview this ad)
- Promotional Code:** (Learn More) - If you have a promotional code or discount code, enter it here and click "Apply".
- Price Summary:**

Washington Post Ad Price	\$577.22
Newspaper Total	\$577.22
Total	\$577.22

The pricing information is circled in red. At the bottom of the page, there are 'BACK' and 'CONTINUE' buttons. The footer includes navigation links and copyright information: © Copyright 1996-2007 The Washington Post Company | User Agreement and Privacy Policy | Rights and Permissions.

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Step 9: Use additional online recruiting tools

- This page allows you to take advantage of washingtonpost.com's online recruiting solutions, including prepaid online job listings, access to 250,000+ D.C.-area resumes, etc.

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washingtonpost.com > Jobs > Enhancements

Jobs POST A JOB | UPDATE JOBS | SEARCH RESUMES | MY RESUMES | MY ACCOUNT

(Sign out | Help) Hello, BERNARD HODES

Enhancements
(Sign out | Help) Hello, Test Company
Online Enhancements

Buy More, Save More
Save up to 36% when you prepay for online listings.
How many job listings? Enter # [Calculate Savings](#)
 ■ Your Cost: \$0.00 Add to my order
 ■ Your Savings: \$0.00 Add to my order

Resume Database
Search our powerful database of nearly 200,000 D.C. - area resumes to find the right candidate.
[Learn More](#)
 Add to my order Please select... ▼

Prescreen Your Candidates
Easily identify qualified candidates by asking them up to five questions when they apply to your listings.
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 Add to my order Please select... ▼

Automatically Respond to Your Candidates
Respond to each applicant automatically so you can focus on your priorities.
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Let Job Seekers Research Your Company
Attract top candidates by demonstrating why you're the most desirable employer in Greater Washington.
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 Add to my order Please select... ▼

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Step 10: Review your order

- This page reviews the total cost for your entire order, including all newspaper and online products

The screenshot shows the 'Newspaper Order' review page on washingtonpost.com. The page includes a navigation bar with categories like NEWS, POLITICS, OPINIONS, LOCAL, SPORTS, ARTS & LIVING, CITY GUIDE, JOBS, CARS, REAL ESTATE, RENTALS, and SHOPPING. The 'Jobs' section is active, showing options like POST A JOB, UPDATE JOBS, SEARCH RESUMES, MY RESUMES, and MY ACCOUNT. A user is logged in as 'Test Company'. A warning message states: 'Please review your order for accuracy. In order to proceed with your purchase, you must accept the Terms and Conditions. If you are an existing Washington Post contract advertiser, your applicable discounts will appear on your monthly bill. Your discounts will not be displayed online.' The order summary shows a newspaper for 10/28/2007 with a price of \$577.22. A callout box points to a checked checkbox labeled 'I agree to the Terms and Conditions' with the text: 'Don't forget to check the box to agree to terms and conditions.' Below the checkbox are 'CONTINUE' and 'CANCEL' buttons. The footer contains copyright information and links to various services.

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Step 11: Pay for your ad(s)

- Enter credit card or Washington Post Billing Account information
- Note: If you are an agency, you will be prompted to select a client from a drop-down menu.

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washingtonpost.com > Jobs > Purchase

Jobs POST A JOB UPDATE JOBS SEARCH RESUMES MY RESUMES MY ACCOUNT

(Sign out) | Help Hello, Test Company

Total: \$5,388.00 [Review Order](#)

Please select your payment method. Major credit cards or existing Washington Post Billing Accounts are accepted. [What is a Washington Post Billing Account?](#)

Credit Card
 The address entered below should be the same as the mailing address on the credit card account. International credit cards cannot be accepted online.
 For print ad orders, the credit card expiration date must be after the last run date of a print listing.
 For help, please call 703-469-2585 during our business hours Mon. - Fri. 9:30 a.m. - 5:30 p.m. ET.

We accept:

Type of Card: American Express

Credit Card Number (no spaces or dashes):

Expiration Date: Month: 01 Year: 07

Name on Credit Card:

Street Address:

City:

State: Alabama

Zip:

Use this as my stored credit card

Washington Post Billing Account
[What's this?](#) | [Forgot your password?](#)

Bill to Account Number:

Bill to Account Password:

Store Bill to Account information for future use

Purchase Order Number: [What's this?](#)

WARNING: To avoid multiple charges to your account, be sure to click "PURCHASE" only ONCE.

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VERI SIGN SECURED

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If your contract or agreement with The Washington Post requires it, enter a purchase order number.

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Step 12: View your receipt

- You may print this page for your records
- You will also receive an e-mail confirmation of your purchase

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NEWS | OPINIONS | SPORTS | ARTS & LIVING | DISCUSSIONS | PHOTOS & VIDEO | CITY GUIDE | CLASSIFIEDS | JOBS | CARS | REAL ESTATE Shopping Deals >>

washingtonpost.com > Jobs > Receipt

Jobs POST A JOB **UPDATE JOBS** SEARCH RESUMES MY RESUMES MY ACCOUNT

(Sign out | Help) Hello, Test Company

Thank you for your purchase!
Please print this page for your records.
[Printer Friendly Version](#)

Payment Method
Washington Post BP Billing Account # 1010161657

Congratulations on your Newspaper Ad purchase.

- ◆ This confirmation does not guarantee publication. If we have any questions regarding your ad, you will be contacted immediately.
- ◆ If you are an existing Washington Post contract advertiser, your applicable discounts will appear on your monthly bill. Your discounts will not be displayed online.
- ◆ To make changes to your ad or schedule please call 703-469-2585. Please include your ad number for reference. You can find this number by clicking on the "Update Jobs" tab at the top of this page, then choosing "History for this ad" next to the ad you want to update.

If you have questions about your transaction please contact customer service via [e-mail](#) or call 703-469-2585 to speak directly with a Jobs specialist Monday - Friday 8:30 a.m. - 5:30 p.m. ET. All transactions are subject to the Jobs on washingtonpost.com terms and conditions. All sales are final.

Transaction Id:	2547976
Job Title:	10/22/07
Newspaper Ad LF	\$577.22
Print Ad	\$577.22
Newspaper Subtotal	\$577.22
Total	\$577.22

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Your Transaction ID is not the same thing as your newspaper ad ID. You will need your newspaper ad ID if you wish to call your account manager to discuss the ad. You can find your newspaper ad ID by clicking "Manage Listings" below.

Click "Update Jobs" or "Manage Listings" to view all of your print and online ads.

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View your ads

- This page displays all of your current online and print ads
- You may find the newspaper ad ID for your newspaper ads by either:
 - Clicking “History for this ad” next to a single newspaper ad
 - Clicking “View history for all newspaper ads” at the bottom of the page

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washingtonpost.com > Jobs > Manage Listings

Jobs POST A JOB UPDATE JOBS SEARCH RESUMES MY RESUMES MY ACCOUNT

(Sign out | Help) Hello, Test Company

Manage Listings
Use this page to preview, edit, renew and make enhancements to your online ads, as well as view performance reports. You may also schedule a previously run print ad to run again at a later date. Please note: to edit a print ad after you purchased it and before it runs in the newspaper, please call 202-334-4100 to speak with a customer service representative.

PURCHASE ONLINE NOW
• Top Jobs
• Job Pack
• Automatic E-mail Response
• Company Profile

CURRENT ADS PAST ADS SAVED ADS

Search By Job Title go

1-1 of 1 CURRENT ADS TJ=Top Jobs W=Wrapped Job Listing PAGE 1 VIEW ALL

Job Title Job Code	ONLINE ADS				NEWSPAPER ADS	
	Upgrades	Run Dates	Functions	Recent Activity	Run Dates	Functions
Office Manager	RUN THIS AD ONLINE			New Candidates	Next Run Date: 10/28/07	History for this Ad

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Placing Print Ads via washingtonpost.com/jobs

Manage your newspaper ads

- This page lets you do the following:
 - Find the print ad ID
 - Renew or repeat an ad that has run in the past
 - View an ad as it appears in the newspaper
 - Run a print ad on washingtonpost.com
 - Edit a print ad before its first run date

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(Sign out | Help) Hello, Test Company

This is a list of your newspaper ad orders within the last 90 days. Click on the links below to preview the ad text, renew or run online. Please note that any changes to your newspaper ad schedule or ad text after the original order will not be reflected online.

1-10 of 10 Orders Page 1 of 1

NEWSPAPER AD ID	RUN DATES	AD TEXT	ACTIONS
10165655	10/28/2007	Administrative Office Manager Small Arlington non-profit seeks experienced office manager with good organizational skills & good computer skills. Responsible for reception, facility management & more. Send resume to jobs@washingtonpost.com or fax to 703-555-5555. AEC Nonprofit EOE	Renew View Run Online Edit

This is your newspaper ad ID. You will need this number when referencing this ad via telephone.

This is your ad text. To see a proof of how it will appear in the newspaper, click "View" to the right.

Use these links to:

- Renew an ad
- View a proof
- Run a print ad on washingtonpost.com
- Edit an ad prior to its first run date

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Frequently Asked Questions

- What are the order deadlines?
 - The same order deadlines apply whether you are ordering your ads through the web site or over the phone. For example, the deadline for a Sunday ad is 1pm on Friday.
- I want to add a logo to my newspaper ad, and I don't see the logo I want on the ad set up page. How do I add a logo?
 - Simply call 202-334-4100, and a customer service agent will add the logo to your account. Within 1 to 2 business days of your request, the logo will be available for use in your print ads.
- I just ordered a newspaper ad and I need to change it. What do I do?
 - You can edit your ad at any time prior to its first run date through the web site. Go to "Manage Listings", click "View History for All Newspaper Ads", and click "Edit" next to your ad. You may also call a customer service agent at 202-334-4100 and reference your newspaper ad ID.
- How do I find my newspaper ad ID?
 - After logging in to your account, click "Manage Listings" at the top of the page. Then click "View History for All Newspaper Ads" at the bottom of the page. Your newspaper ad ID will appear next to each ad you've ordered.
- When I look for my newspaper ad ID, I see the words "Processing..." Where is my ad ID?
 - Immediately after you place your order, our system creates an ad ID for you. This may take several minutes, during which time you'll see "Processing..." on the newspaper ad history page. Simply refresh the page (or visit later) and you will see your ad ID.

**Other questions? Contact us at 703-469-2678 or
jobshelp@washingtonpost.com**

