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on behalf of Debra.Merowitz@ontario.ca
Sent: 3/21/2012 9:03:38 PM
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CC: stan.sutter@ontario.ca; vaira.gertners@ontario.ca; natalie.karazinoff@ontario.ca
Subject: Fiscal Year Reporting of Advertising, Public and Media Relations and Creative Communications Services Contracts 2011-12. Deadline-April 13,2012
Attachments: Procurement_Dir_on_Advertising.pdf; 2011-12 Contract Expenditure Template.xls; 2010-11 Contract Expenditure MTO Communications May26-11DMapprovedmay26 (2).xls; FW ACCS Reporting 201112.htm

If your division or programme area has hired and paid for any advertising or creative services in the fiscal year 2011/2012 as described in the memo and template, please notify me and complete the attached 2011-2012 template. Agencies like Presto and Metrolinx complete their own separate templates. I have also attached the 2010-2011 template as a sample.

We need to report all advertising, public and media relations and creative communications services (including graphic designers, media trainers, writers, communication planners, videographers) contracts to the Advertising Review Board.

Please provide all contract information requested on the template to both myself with a cc to Vaira Gertners **by April 13, 5 pm**. Should you have any questions, please feel free to contact me at 416-327-7586 or by email at debra.merowitz@ontario.ca. Please note I am off April 3-5 and will not be available to answer questions at that time- however I am available up till and including April 13.

Thank you for your assistance

<<Procurement_Dir_on_Advertising.pdf>> <<2011-12 Contract Expenditure Template.xls>> <<2010-11 Contract Expenditure MTO Communications May26-11DMapprovedmay26 (2).xls>> <<FW ACCS Reporting 201112.htm>>

Debra

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Editorial and Corporate Services

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