Public Service Commission of Canada   Commission de la fonction publique du Canada

LETTER OF COMMITMENT FOR ADVERTISING COSTS

This agreement was made on :

Year	Month	Day

Between: the Public Service Commission (PSC) **and**:

Department(s):

Whereas: The department(s) wish(es) to advertise for the following position(s):

in the following media:

and has (have) agreed to pay $, the cost incurred on its behalf,

it is agreed that:

1.   The PSC will have the work performed/services rendered by the advertising agency.

2.   Work or services under this agreement will start on signing of this agreement and finish on

the insertion date.

3.   The department(s) has (have) reviewed the content of the advertisement and has (have) approved the final copy.

4.   Based on current rates, the department(s) agree(s) to pay   % of the **actual** costs of the advertisement, which has been estimated at $.

5.   The department(s) certifie(s) that the appropriate funds have been committed against their appropriation.

6.   The supplier will send the party and/or parties (PSC and/or department(s)) the invoice for their respective portion of the costs of the advertisement.

7.   Upon receipt of the invoice from the supplier, the PSC and/or the department(s) will review the charges against established rates and certify contract performance.

8.   The PSC and/or the department(s) will ensure prompt payment of the supplier's invoice upon receipt of the invoice.

9.   The departmental invoice(s) is (are) to be sent to:

Name:	
Address:	
Telephone:	
Fax:	
E-mail Address:	
% or $ of costs	

Name:	
Address:	
Telephone:	
Fax:	
E-mail Address:	
% or $ of costs	

10.   Should this agreement be terminated, for any reason, by the client department(s), the department(s) agree(s) to reimburse the advertising agency for the costs incurred up to the Notice of Termination.

On behalf of the client department, I, the undersigned, authorize this expenditure:

SIGNATURE	DATE

On behalf of the Public Service Commission, I, the undersigned, authorize this expenditure:

SIGNATURE	DATE