

# GUIDE TO MANAGEMENT SERVICES

**November 2020**

**Reservation Deadline: September 16 • Ad Materials Deadline: September 24**

Mailed with the November issue of *Condo Media*, this stand-alone reference guide is a resource for New England condominium associations seeking professional management services.



DISPLAY ADVERTISING RATES	Ad Size			Discounted Rate*	
		Member	Non-Member	Member	Non-Member
	Full Page	\$1,506	\$1,729	\$1,150	\$1,320
	1/2 Page Horizontal	\$1,044	\$1,198	\$845	\$969
	1/3 Page Square	\$935	\$1,073	\$794	\$910
	1/6 Page Vertical	\$776	\$890	\$652	\$747

\*Discounted Rate for advertisers with placements in both the November issue of *Condo Media* and the Guide to Management Services

PREMIUM PLACEMENT RATES	Ad Size	Member	Non-Member
		1/3 Page Vertical	\$1,176
	Inside Front Cover	\$1,756	\$2,018
	Inside Back Cover	\$1,653	\$1,900
	Back Cover	\$2,065	\$2,374

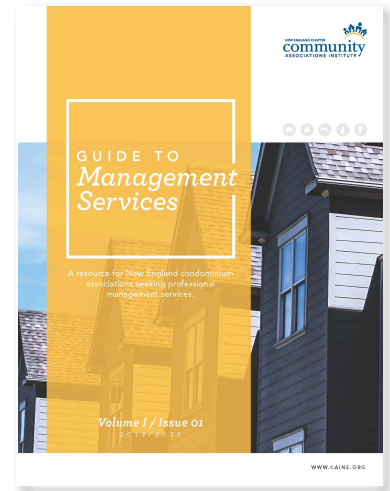
DIGITAL LINK RATES	Link Type	
		Website Link
	Email Link	\$25
	Website & Email Link	\$35

## PROFILE LISTING

Member	Non-Member
\$499	\$574

### Benefits include:

- Extended distribution to associations seeking management services
- 50-word company profile plus contact information
- Comprehensive index of services provided to include
  - Professional Designations
  - States Covered
  - Financial Management
  - Technology Available
  - Communication/Training Opportunities
  - Building/Grounds Maintenance Services
  - And more...
- 5-line Classified Listing in the November issue of *Condo Media*
- Digital link to Website (if provided in contact information)



## LAYOUT SPECIFICATIONS

Ad Dimensions	Width x Height
Full Page (Trim Size)	8.25" x 10.875"
Full Page (Bleed)	8.5" x 11.125"
Full Page (Live Area)	7.75" x 10.375"
1/2 Page Horizontal	7" x 4.625"
1/3 Page Square	4.625" x 4.625"
1/3 Page Vertical	2.25" x 9.5"
1/6 Page Vertical	2.25" x 4.625"

# GUIDE TO MANAGEMENT SERVICES

**Company Name**  **Contact**

**Company Address**

**City**  **State**  **Zip**

**Phone Number**  **Email**

**Authorizing Signature**  **Date**

I am requesting the below advertising and understand that this is a binding contract by authorization via mail, fax, email and/or other electronic format. I agree that ads submitted must adhere to the Advertising Specification Sheet and advertiser will be billed for ads not meeting specifications and requiring graphic design, resizing, or other production alterations. In event of default, advertiser will be responsible for payment of attorney/collection fees and other expenses reasonably incurred in collection of the debt. All accounts are payable within 30 days. Balances unpaid after 30 days are subject to a service charge of 1.5% per month. The person signing this agreement warrants that they are authorized to bind their principals/advertiser to this agreement.

**CAI-NE Member:** Yes  No  **CAI-NE Chapter Partner:** Yes  **Level**

**Advertising in both November Condo Media and Guide to Management Company Services:** Yes  No

**Ad Sizes:**

<input type="checkbox"/> Inside Front Cover	<input type="checkbox"/> 1/6 page vertical	<input type="checkbox"/> Digital Link
<input type="checkbox"/> Inside Back Cover	<input type="checkbox"/> 1/3 page square	<input type="checkbox"/> Profile Listing (please fill out checklist of services offered)
<input type="checkbox"/> Back Cover	<input type="checkbox"/> 1/3 page vertical	<b>TOTAL COST</b> <input type="text"/>
	<input type="checkbox"/> 1/2 page horizontal	
	<input type="checkbox"/> Full page	

## CHECKLIST OF SERVICES OFFERED – Please check off all fields that apply

- |   |  |
|---|--|
| <p><b>I. CAI &amp; CAMICB Professional Credentials</b></p> <p><input type="checkbox"/> Accredited Association Management Company (AAMC)</p> <p><input type="checkbox"/> Professional Community Association Manager (PCAM)</p> <p><input type="checkbox"/> Association Management Specialist (AMS)</p> <p><input type="checkbox"/> Certified Manager of Community Associations (CMCA)</p> <p><b>II. States served</b></p> <p><input type="checkbox"/> Connecticut</p> <p><input type="checkbox"/> Maine</p> <p><input type="checkbox"/> Massachusetts</p> <p><input type="checkbox"/> New Hampshire</p> <p><input type="checkbox"/> Rhode Island</p> <p><input type="checkbox"/> Vermont</p> <p><b>III. Communications/Training</b></p> <p><input type="checkbox"/> Newsletter Publication</p> <p><input type="checkbox"/> Client Education</p> <p><input type="checkbox"/> Association Short/Long Term Planning</p> | <p><b>IV. Financial Services Provided</b></p> <p><input type="checkbox"/> Monthly Assessments</p> <p><input type="checkbox"/> Bookkeeping/Accounting/Financial Reporting</p> <p><input type="checkbox"/> Financial Planning/Long Range Budget Planning</p> <p><b>V. Technology</b></p> <p><input type="checkbox"/> Community Websites</p> <p><input type="checkbox"/> Building Maintenance Tracking</p> <p><input type="checkbox"/> Online Management Services</p> <p><b>VI. Building/Grounds Management</b></p> <p><input type="checkbox"/> Cleaning/Janitorial Services</p> <p><input type="checkbox"/> In-House Maintenance Staff</p> <p><input type="checkbox"/> Capital Project Management</p> <p><input type="checkbox"/> 24 hour Emergency Service</p> <p><b>VII. Other</b></p> <p><input type="checkbox"/> Manage Small Associations</p> <p><input type="checkbox"/> Provide Developer Transition Services</p> |
|---|--|

**Payment Method**  Check Enclosed  Invoice Me  Visa  MasterCard  Discover  Amex

**Credit Card #**  **Exp**  **ID#**

**Street Address:**  **City**  **Zip**

**Name on Card**  **Signature**  **Date**