

GUIDE TO MANAGEMENT SERVICES

November 2021

Reservation Deadline: September 15 • 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

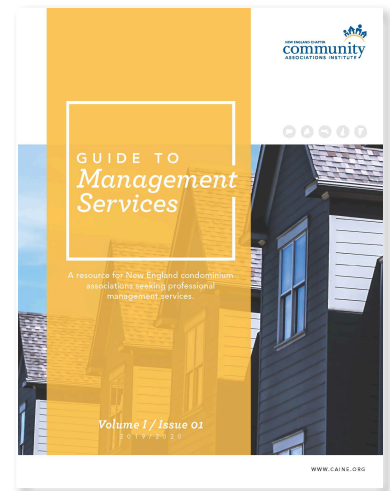
DIGITAL LINK RATES	Link Type	
		Website Link
	Email Link	\$25
	Website & Email Link	\$35

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"

2021 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	
	<input type="checkbox"/> 1/2 page horizontal	
	<input type="checkbox"/> Full page	

TOTAL COST

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

I. CAI & CAMICB Professional Credentials

- Accredited Association Management Company (AAMC)
- Professional Community Association Manager (PCAM)
- Association Management Specialist (AMS)
- Certified Manager of Community Associations (CMCA)

II. States served

- Connecticut
- Maine
- Massachusetts
- New Hampshire
- Rhode Island
- Vermont

III. Communications/Training

- Newsletter Publication
- Client Education
- Association Short/Long Term Planning

IV. Financial Services Provided

- Monthly Assessments
- Bookkeeping/Accounting/Financial Reporting
- Financial Planning/Long Range Budget Planning

V. Technology

- Community Websites
- Building Maintenance Tracking
- Online Management Services

VI. Building/Grounds Management

- Cleaning/Janitorial Services
- In-House Maintenance Staff
- Capital Project Management
- 24 hour Emergency Service

VII. Other

- Manage Small Associations
- Provide Developer Transition Services

Payment Method Check Enclosed Invoice Me Visa MasterCard Discover Amex

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

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

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