



Community Newsletters, Community Advertising

COMMUNITY INFORMATION KIT



Company Background

Who Is Coastal Group Publications, Inc.?

Coastal Group Publications, Inc. (CGP) is a family-owned & operated business, which publishes proprietary newsletters for communities and organizations throughout South Florida and sells ad space within each newsletter. CGP was established in 2001 and continues to expand its services throughout Florida and eventually throughout the country.

What Sets CGP Apart From Other Newsletter Service Providers?

Coastal Group Publications does not charge our communities for our newsletter publishing services. That's right. Even though many communities pay anywhere from \$75.00 and up each month to have their newsletters professionally published, we charge nothing.

Each month, our properties send us the information they would like to convey to their residents. This may include but is certainly not limited to; reminders of rules & regulations, board meeting minutes, community-sponsored events, newly imposed fine notices, treasurer's reports, a welcome to new residents, and etc. CGP then lays out this info, adds appropriate graphics, supplies necessary fill articles, reviews all content for spelling/grammatical errors, and faxes a draft to the property for their review. Once the draft is returned and all necessary corrections have been made, CGP prints the newsletter on high-quality, colored 11X17, newsletter stock paper and deliver the appropriate amount of newsletters to the property during the first week of each month. And yes, we do this all for free.

Furthermore, CGP never limits the amount of content a property can send whereas, other newsletter publishing companies place limitations regarding the amount of content a community can submit and will charge extra if they go over a certain amount of characters. CGP has been known to add a last minute "important notice", even if it means re-laying out and re-printing the entire newsletter or simply adding an extra page. Again, we charge \$00.00.

No one would suspect our services are free as we pride ourselves on consistently delivering a high-quality newsletter, focusing on readability, set in an attractive layout, and always accomplished in a friendly and professional manner. Our properties love our product, our service and employees. But above all else, we make certain the property knows that even though they are getting a free, customized newsletter, everything in it is left to their discretion. Their newsletter is not a "CGP Newsletter" it is theirs to do with as they please. If there is an ad they don't approve of or a generic article we've supplied that they'd rather not use, or there's something on the 4th page they want on the cover - we'll do it. It is because of all these reasons that current CGP properties are so loyal and countless properties are lining up to enlist our services.

TOP 10 REASONS For having your Newsletter Published by Coastal Group Publications, Inc:

1. Your residents will receive monthly, your property's important information and reminders, **professionally edited & printed** on high quality, colored paper.
2. Your property will **stand out** above other communities without newsletters.
3. **Less of your time** spent in publishing and printing your own newsletter!
4. A section of the newsletter will be provided for your residents to place **classified ads for FREE!**
5. **Delivered** to your property's doorstep!
6. Residents can take advantage of the **coupons and specials** offered by neighborhood businesses.
7. Friendly, courteous, professional staff at your service 24/7 365 days a year.
8. Non-restrictive, non-binding agreement giving you **full control** over the content of your newsletter
9. It's **ALL FREE!** Your condominium/HOA/apartment will not incur any charges for this service.
10. _____

Take advantage of this FREE service and we're sure you'll be able to find the 10th reason for having your newsletter published by **Coastal Group Publications, Inc.!**

The success of Coastal Group Publications, Inc. revolves around the success of our newsletters, our advertisers and our employees. Our goal is to ensure that all involved remain satisfied beyond their expectations. Give us a try...and let us exceed your expectations!

Newsletter Agreement

This Agreement between

Property/Organization Name: _____
(herein after called property)

Address: _____

Newsletter Contact Person: _____
Name *Number(s): mobile, pager, etc.*

Alternate Contact Person: _____
Name *Number(s): mobile, pager, etc.*

Will provide Coastal Group Publications, Inc. with newsletter information by the 5th of every month and *will deliver the newsletters (consisting of proprietary articles, in print & insert advertising) to each unit's doorstep upon receipt of the newsletter, each month.* In the event property wishes to discontinue the newsletter, a 90-day advance written notice must be submitted and/or three issues published.

Other agreements: _____

and

Coastal Group Publications, Inc. *(herein after called CGP)*

CGP will provide the free layout and printing of the newsletter on a monthly basis;

CGP will provide property with a copy of the newsletter for approval, before the final draft is printed;

CGP will deliver newsletters to property by the 20th of every month, provided info was received on time;

CGP will provide a newsletter with generic information and articles pertaining to the monthly theme, if no new information has been submitted by the agreed upon due date;

CGP will make every effort to avoid errors or misprints in the newsletter, however, will not be held liable for errors in a newsletter or advertisements or any part thereof;

CGP will provide a 90-day written notice prior to discontinuing the newsletter;

Other agreements: _____

This is the entire agreement.

The undersigned are in agreement:

Agent for CGP: _____ Date: _____

Agent for Property: _____ Date: _____
(active board member) please sign and print name and board position

General Property/Organization Information

The following will help us establish your newsletter's front-page "static" information. Please clearly complete this entire form, placing a checkmark in each box where you would like the associated information to be displayed on the front page of your newsletter. Information left unchecked will not be included in your newsletter. If more room is needed, use the back of this form or a separate sheet of paper.

Property/Organization Name: _____ No. of Units: _____

Address: _____
Street Address City State Zip Code

Delivery Address: _____
Street Address City State Zip Code

Management Co.: _____ Phone#(s): _____

E-mail/Website: _____ / _____

Newsletter Name: _____ Office Hours: _____

Newsletter Editor: _____ Phone#: _____

IMPORTANT NUMBERS:

General/Main #: _____ Fax #: _____

Security #: _____ Leasing Office #: _____

Maintenance #: _____ Other #: _____

PROPERTY STAFF:

Name	Position	Number/E-mail
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

ASSOCIATION OFFICERS (If applicable):

Name	Position	Number/E-mail
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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OTHER INFORMATION: _____

