



*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 4<sup>th</sup> 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 10<sup>th</sup> 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 5<sup>th</sup> 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 25<sup>th</sup> 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 reprint a newsletter issue at its discretion, if error is made by CGP. If error belongs to property and property wishes to reprint, applicable fees will apply;

**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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<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**OTHER INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

