



## Waterleaf Falls Newsletter Ad Insert Guidelines

### Requests

- All requests/submissions for an ad insert, along with payments, are to be made by the 5<sup>th</sup> of the month for an insert in the following month's newsletter.
- Ad insert **form** and **content** to be sent to: [WaterleafCommunication@gmail.com](mailto:WaterleafCommunication@gmail.com)
- HOA Board approval to follow within 48hrs.
- Payment in the form of a check to be made out to: **Waterleaf Falls HOA**
  - Mail to:  
**Goodwin Management**  
**Attn: Jim Smitherman**  
**11149 Research Blvd., Suite 100**  
**Austin, TX 78759-5227**
- Ads submitted after the deadline can be accepted but will be subject to a late fee of \$25.
- Ads submitted after the 10<sup>th</sup> of the month will not be accepted. However, a request may be made to have it considered for the following month.

### File Types

- Files may only be in the following formats: **.jpg, .png** or **.svg**.
- They must be submitted **via email only**.
- GIF, Word Documents, Publisher or PowerPoint files will not be accepted.
- Make sure that the correct size, format and high-resolution image is submitted.
- You are responsible for submission the correct ad size, we will not resize.
- Ads must not contain offensive and/or adult content.

### Sizes & Rates

Placement	Monthly Rate	Color	Size
Full page	\$200	Yes	7.5x10
Half page	\$140	Yes	7.5x4.75
Quarter page	\$80	Yes	3.5x4.75
Eighth page	\$50	Yes	3.5x2.125

Sincerely,

Waterleaf Newsletter Team

Goodwin Management, Inc. | 11149 Research Blvd., Suite 100 | Austin, TX 78759-5227



### Ad Insert Form

DATE	MM / DD / YYYY
COMPANY	
POINT OF CONTACT	
CONTACT NUMBER	(XXX) XXX-XXXX
EMAIL ADDRESS	

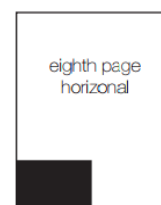
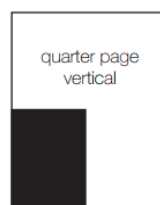
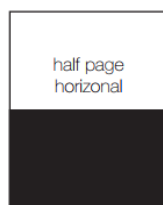
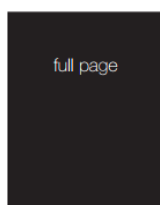
PLEASE PRINT

### AD INSERT FOR THE FOLLOWING MONTH(S)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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PLEASE CIRCLE DESIRED MONTH(S)

### AD SIZE REQUESTED



PLEASE CHECK DESIRED SIZE

SPECIAL INSTRUCTIONS:

NAME	SIGNATURE
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