



ENRICHING THE
CAMPUS EXPERIENCE

Media Guide

Reach NACAS Members That
Spend More Than **\$40 billion**
a year on products and services!

About NACAS

College Services Magazine

- Print and Digital Edition Rates
-

Online Products

- *College Services Newswire* eNewsletter
- *College Services Monthly*
- *NACAS Conference Daily* eNewsletter

NACAS at-a-glance



Our members spend an estimated **\$40 billion a year** on products and services.



NACAS members include more than **6,700** auxiliary service professionals at 675 colleges and universities in the U.S., Canada, Europe and the Middle East.



9 out of 10 of members surveyed either recommend products/services for purchase, specify products/services for purchase or approve products/services for purchase.



Nearly **2 out of 3 members surveyed**

took some action when seeing an ad featured in one of our print and online products, with many respondents visiting an advertiser's website, discussing an ad with others, saving an ad for reference or clicking on a company's ad.



Our readers include the decision-makers at their institutions including **directors, presidents, vice presidents, and managers.**

Source: NACAS Reader Survey, 2016 Marketing Questionnaire, IBIS World Report 61131a

NACAS

College Services Advertising Rates

In a recent survey nearly **9 out of 10 respondents** indicated that they value *College Services* as part of their membership.

Full-color rates

Revisions and Proofs: \$50.00
Position Guarantee: 15% Premium

SIZE	1X	2-3X	4X
Double-Page Spread	\$5,019.50	\$4,519.50	\$4,019.50
Outside-Back Cover	\$4,349.50	\$3,959.50	\$3,569.50
Inside Front or Inside Back	\$4,099.50	\$3,709.50	\$3,319.50
Full Page	\$3,339.50	\$3,009.50	\$2,669.50
1/2 Page	\$2,119.50	\$1,909.50	\$1,699.50
1/3 Page	\$1,719.50	\$1,549.50	\$1,379.50
1/4 Page	\$1,319.50	\$1,189.50	\$1,059.50

Black-and-white rates

SIZE	1X	2-3X	4X
Double-Page Spread	\$3,899.50	\$3,509.50	\$3,119.50
Full Page	\$2,219.50	\$1,999.50	\$1,779.50
1/2 Page	\$1,409.50	\$1,269.50	\$1,129.50
1/3 Page	\$1,139.50	\$1,029.50	\$909.50
1/4 Page	\$859.50	\$769.50	\$689.50

Premium advertising

Ask your representative for details

MEMBERS RECEIVE
5% DISCOUNT
OFF OF PUBLISHED RATES

Direct-mail opportunities available | Ask your representative for details

Promote your products or services by including your flier, brochure or postcard in the clear plastic bag in which *College Services* is mailed.

Digital edition rates

SIZE	
Sponsorship Max (7.5417 x 9.7917 inches)	\$1,000
Sponsorship (7.6389 x 6.6667 inches)	\$800
Toolbar (250 x 50 pixels)	\$600
Skyscraper (200 x 783 pixels)	\$1,400
Belly Band (PDF or JPG at 8.375 x 4.5 inches)	\$650

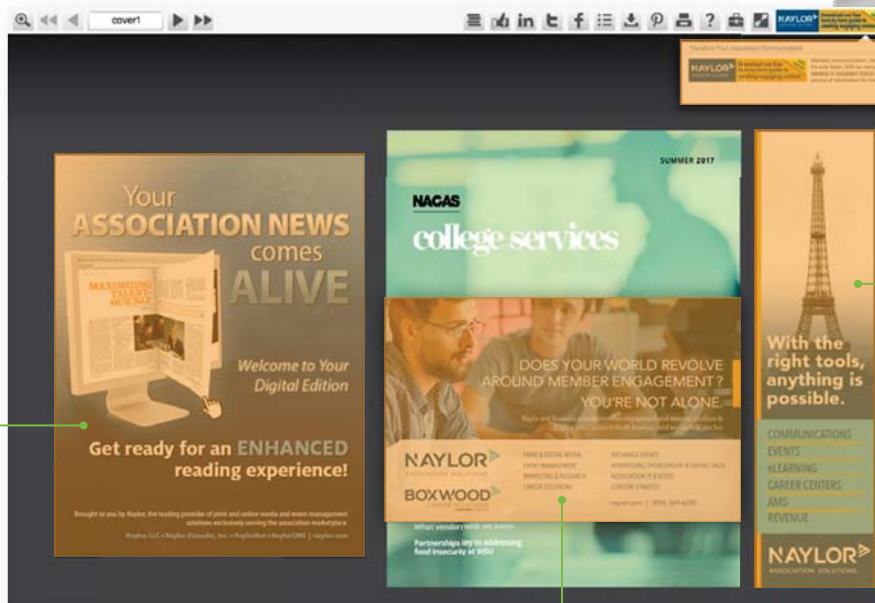


College Services is a key resource for industry news, event coverage, membership information and the products and services our members need. NACAS members rely on *College Services* and view it as a relevant tool for their job.

For the latest online specs, please visit www.naylor.com/onlinespecs

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

College Services Digital Edition



Digital Toolbar
\$600

The Toolbar sponsorship allows your company to be in front of readers the entire time they are browsing the digital edition of *College Services*.

Digital Skyscraper
\$1,400

The Skyscraper ad displays the entire time the digital edition is open, giving your message consistent and lasting exposure.

Digital Sponsorship
Sponsorship Max \$1,000
Sponsorship \$800

Your company is the first ad readers see when they open their copy. Your message will prominently display directly across from the cover of the magazine. Animation and video capabilities can bring your message to life.

Digital Belly Band
\$650

Our highly visible Belly Band appears on the digital edition before readers can access the front cover of the publication, making your company's ad one of the first that readers see when they receive their digital edition. The Belly Band also extends to the digital edition's back cover, "wrapping" your company's message around the entire digital edition.

For the latest online specs, please visit www.naylor.com/onlinepecs

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

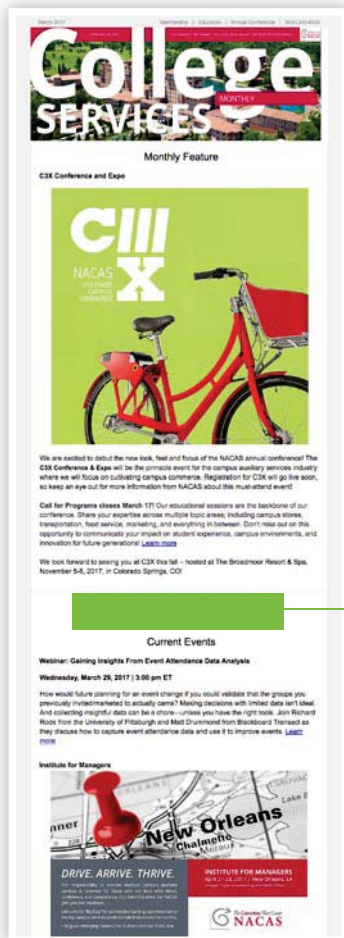
College Services Monthly eNewsletter

Nearly 2 out of 3 members surveyed indicated that they do not subscribe to any other industry eNewsletters.

Our monthly eNewsletter puts our members in touch with current events, professional development opportunities, member news, commentaries, and short articles of interest to college auxiliary services professionals.

Key Reasons to Advertise:

- Your ad in the *College Services Monthly* reaches more than 4,800 inboxes.
- In addition to exposure in the *College Services Monthly*, all rates include **additional exposure in *The Bottom Line* eNewsletter**, the official eNewsletter of CCBO. *The Bottom Line* is **delivered directly to the inboxes of industry decision-makers**.



Horizontal Banners

- + 468 x 60 Pixels
- + Only seven advertisers per issue.†
- 12 Months | \$2,315.00

Ads featured on *College Services Monthly* typically receive nearly 1,800 impressions per month!

Traffic Numbers As Of April 2017

MEMBERS RECEIVE
5% DISCOUNT
OFF OF PUBLISHED RATES

For the latest online specs, please visit www.naylor.com/onlinespecs

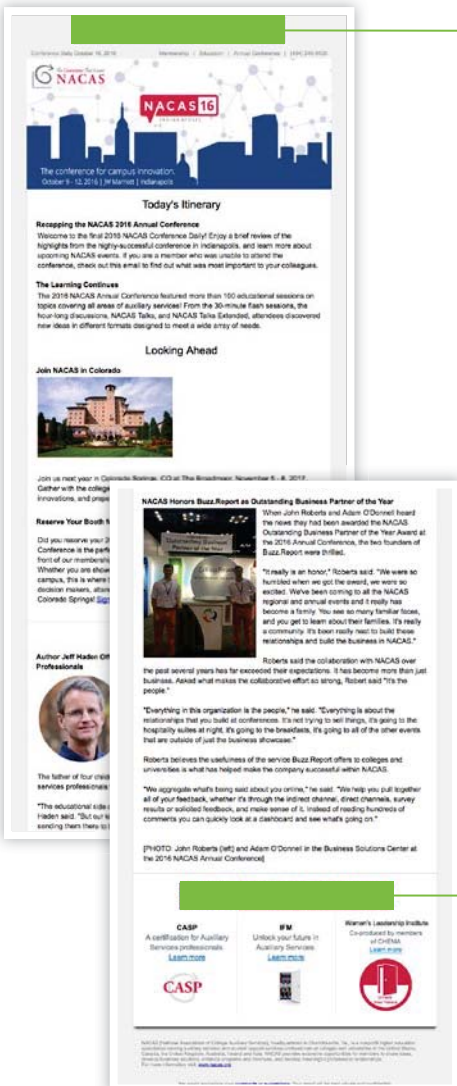
Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

NACAS Conference Daily eNewsletter

The easiest way to get in front of members attending the NACAS Annual Conference.

Key Reasons to Advertise:

- Direct clients to the landing page of your choice to help them learn what your company can offer.
- Interact with viewers and facilitate the buying process before the show.



The NACAS *Conference Daily* eNewsletter is emailed to attendees before, during and after the conference!

NACAS *Conference Daily* eNewsletter, the official eNewsletter of the NACAS Annual Conference, will be published seven times and will feature the latest news and updates regarding the conference. Get your company in front of attendees before, during and after the show!

Top Banner | \$3,500.00

+ 468 x 60 Pixels

Lower Banner | \$2,850.00

+ 468 x 60 Pixels

Ads featured on our *Conference Daily* eNewsletter average 5,500 impressions!

MEMBERS RECEIVE
5% DISCOUNT
OFF OF PUBLISHED RATES

For the latest online specs, please visit www.naylor.com/onlinespecs

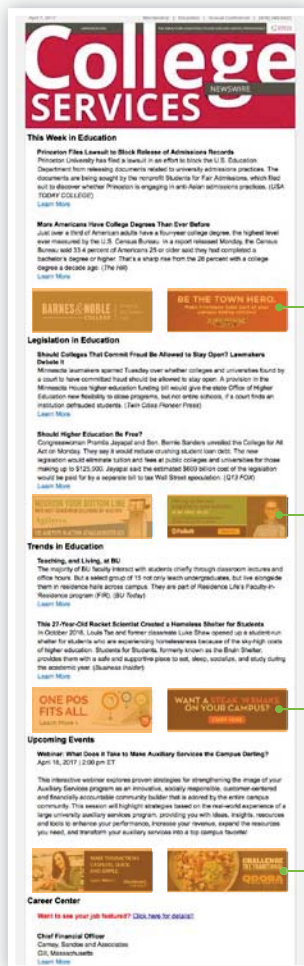
Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

College Services Newswire eNewsletter

NACAS's *College Services Newswire* eNewsletter allows members to stay informed about timely industry topics, trends in education, and current education news from the week.

Enjoy the Benefits of a Targeted eNewsletter:

- Delivers your message directly nearly 5,000 inboxes on a regular basis.
- In addition to NACAS members, opt-in subscription means that professionals in the market for your products and services see your message.
- Frequently forwarded to others for additional exposure.
- Cross-promoted in other NACAS publications and communications pieces.
- Directs visitors to the landing page of your choice to facilitate the purchasing process.



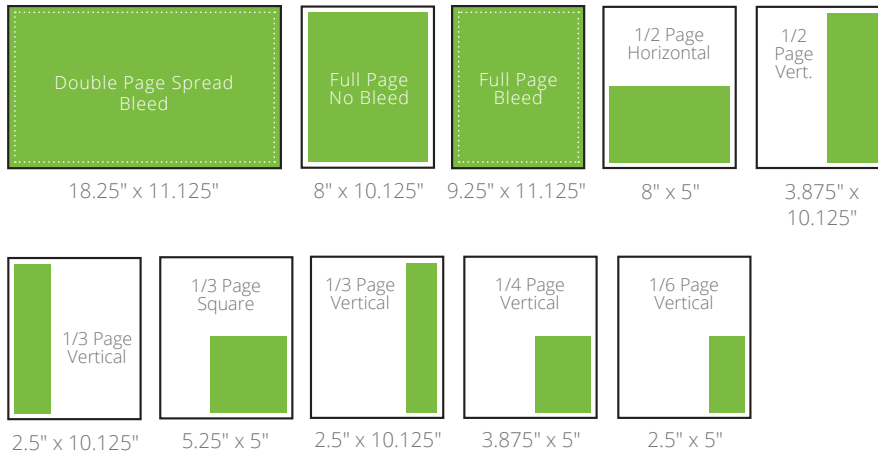
8 Medium Rectangles – 300 x 100
\$3,600 | 12 MONTHS

Ads featured on *College Services Newswire* typically receive more than 6,000 impressions per month!
Traffic Numbers As Of April 2017

For the latest online specs, please visit www.naylor.com/onlinespecs

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

College Services Magazine Specifications



College Services Magazine

NOTE: Text placed outside the live area within any full page or DPS ads may be cut off. Please keep text within the live area at all times.

Trim Size | 9" x 10.875"

DPS Live Area | 17" x 10.125"

Full Page Live Area | 8" x 10.125"

Ad Material Upload

Go to the Naylor website at www.naylor.com and under the Client Support section click "Ad Upload." Locate your publication code, advertising order number and advertising code in the box at the top right-hand side of your advertising space contract. Simply fill in your company's contact information along with these three pieces of information, browse for your file and click "Submit." Changes or corrections resulting from problems of supplied material will be billed at cost plus 15%

Print Artwork Requirements

All digital color and grayscale artwork must be supplied at 300 dpi. Line art must be supplied at 600 dpi. High-res PDF, EPS, TIFF and JPEG files are accepted. IMAGES FROM THE WEB ARE NOT SUITABLE FOR PRINTING. All color artwork must be in CMYK mode; black-and-white artwork must be in either grayscale or bitmap mode. RGB mode artwork is not accepted and if supplied will be converted to CMYK mode, which will result in a color shift. All screen and printer fonts as well as linked images must be supplied if not embedded in the file.

College Services Digital Edition

For more information, visit: www.naylor.com/onlinespecs

Production Services, Proofs and Revisions

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

Shipping Instructions

Ship all advertising materials to the attention of your account executive at:

Naylor Association Solutions

5950 NW 1st Place
Gainesville, FL 32607
Toll Free: (800) 369-6220
Fax: (352) 331-3525





eNewsletter Branding Opportunities

To be included in the NACAS *Conference Daily*, please select from the options below, then return this completed form to your Naylor account executive.

Advertisements must be in JPG format (animation and Flash/SWF files are not accepted), and the total file size must not exceed 100kb. Contract advertisers may change their ad artwork once a month at no additional cost.

Top Banner

\$3,500

Lower Banner

\$2,850

All advertisers will receive an invoice for the total amount, due upon activation.

When renewing online ads, priority and first right-of-refusal will be given to advertisers who commit to 12 months. All other companies will be renewed on a first-come, first-served basis.

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

Advertiser Information

Company Name: _____

Primary Contact: _____ Position: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

I agree to all the terms of the rate sheet and this contract as applicable for my company.

Payment Authorization Signature: X _____ Date: _____

All cancellations must be received in writing and all premium positions (banners) are NON-cancelable. Cancellations of online ads will be pro-rated to the next 30 days exposure with a \$50.00 processing fee. Submission and/or approval of online advertising copy must be received within 60 days of the contract.

(JIL-N0118)

Please sign, scan and email/fax to:



NACAS Weekly Wrap-Up eNewsletter

To be included in the NACAS *Weekly Wrap-Up eNewsletter*, please select from the options below, then return this completed form to your Naylor account executive.

Advertisements must be in JPG format (animation and Flash/SWF files are not accepted), and the total file size must not exceed 100kb.

Medium Rectangle - 300 x 100 pixels

12 months | \$3,600

All advertisers will receive an invoice for the total amount, due upon activation.

When renewing online ads, priority and first right-of-refusal will be given to advertisers who commit to 12 months. All other companies will be renewed on a first-come, first-served basis.

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

Advertiser Information

Company Name: _____

Primary Contact: _____ Position: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

I agree to all the terms of the rate sheet and this contract as applicable for my company.

Payment Authorization Signature: X _____ Date: _____

Advertiser indemnifies Naylor, LLC and the Association against losses or liabilities arising from this advertising. Naylor, LLC assumes no liability whatsoever, except to the extent of a one time paid advertisement of the same specification, in the next or similar publication, if any proven or admitted errors or omissions have occurred. Payment is due upon receipt of the invoice. Interest shall be charged at 2% per month compounded to yield 26.82% per year on overdue accounts. A charge of \$32.00 will be levied against all returned checks. Revisions to previously submitted ad copy are subject to additional charges. In the event of a contract cancellation, the advertiser/or agency agrees to repay Naylor, LLC any discounts granted for multiple insertions less any discount applicable for the number of insertions completed in the contract. All cancellations must be received in writing prior to the advertising sales deadline. All premium positions are non-cancelable. Prices are net of agency commission. Ads may also appear in an online version of the publication(s).

Please sign, scan and email/fax to:

NACAS

College Services Monthly

eNewsletter Branding Opportunities

To be included in the *College Services Monthly*, please select from the options below, then return this completed form to your Naylor account executive.

Advertisements must be in JPG format (animation and Flash/SWF files are not accepted), and the total file size must not exceed 100kb. Contract advertisers may change their ad artwork once a month at no additional cost.

Advertisers will receive campaign performance reports that detail monthly ad impressions and click-throughs on an as-requested basis.

Horizontal Banner

12 Months | \$2,315

All advertisers will receive an invoice for the total amount, due upon activation.

When renewing online ads, priority and first right-of-refusal will be given to advertisers who commit to 12 months. All other companies will be renewed on a first-come, first-served basis.

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

Advertiser Information

Company Name: _____

Primary Contact: _____ Position: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

I agree to all the terms of the rate sheet and this contract as applicable for my company.

Payment Authorization Signature: X _____ Date: _____

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(JIL-N0018)

Please sign, scan and email/fax to:

NAYLOR 
ASSOCIATION SOLUTIONS



College Services Website Branding Opportunities

Rectangle Ad

☐ 12 months | \$1,800

** Members receive 5% discount off published rates.*

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

Advertiser Information

Company Name: _____

Primary Contact: _____ Position: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

I agree to all the terms of the rate sheet and this contract as applicable for my company.

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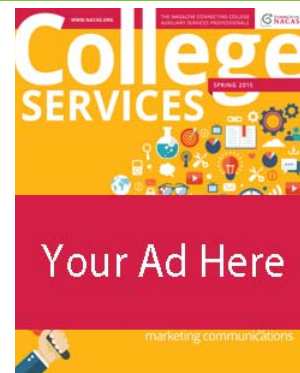
Please sign, scan and email/fax to:

NAYLOR 
ASSOCIATION SOLUTIONS

Direct-Mail and Belly Band Opportunities

Catch readers' attention by placing a flier, brochure or postcard inside the clear bag in which *College Services* is mailed. Guarantee your message gets exposure with a direct-mail piece shipped with the publication. Or, ensure readers interact with your message by wrapping it around *College Services* with a belly band. This exclusive position is only sold to one advertiser. Readers must detach the full-color belly band to access the publication, positioning your ad to be noticed.

In addition to the printed version, we can attach your direct-mail piece or belly band to the digital publication for a nominal fee — simply supply the digital file of the ad in high-resolution PDF format. Additional charges apply to animated ads.



Sample Belly Band

Net Rates*

Surfaces	Print Distribution Only	Digital Distribution Only	Print & Digital Distribution
Belly Band	<input type="checkbox"/> \$4,509.61	<input type="checkbox"/> \$650	<input type="checkbox"/> \$4,659.61
1-Page (2 surfaces)	<input type="checkbox"/> \$1,459.50	<input type="checkbox"/> \$500	<input type="checkbox"/> \$1,609.50
2-Page (4 surfaces)**	<input type="checkbox"/> \$2,029.50	<input type="checkbox"/> \$500	<input type="checkbox"/> \$2,179.50
Postcard	<input type="checkbox"/> \$1,459.50	<input type="checkbox"/> \$500	<input type="checkbox"/> \$1,609.50

Direct-mail piece should not exceed dimensions of publication with which it will be mailed. If folding is required, additional fees apply. All pieces except the Belly Band are furnished by the advertiser.

*Advertisers placing a display ad and direct mail piece in same publication will receive a 25% discount, to be applied to the ad of lesser value.

**3-Pages/6-Surfaces or more available; quotes supplied upon request.

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Advertiser Information

Company Name: _____

Primary Contact: _____ Position: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

I agree to all the terms of the rate sheet and this contract as applicable for my company.

Payment Authorization Signature: X _____ Date: _____

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Please sign, scan and email/fax to:



Digital Edition Branding Opportunities

Please select from the following options and return the completed form to your account executive today. *All positions are exclusive and will be awarded on a first-come, first-served basis.*

1. Select from the following options:

- Digital Sponsorship Max** | \$1,000
- Digital Sponsorship** | \$800
- Digital Skyscraper** | \$1,400
- Digital Toolbar** | \$600
- Digital Belly Band** | \$650

All rates are per insertion. Invoices are issued upon publication.

2. Choose the issue(s) in which you would like your ad to run:

- Fall 2017 (JIL-Q0317)
- Winter (JIL-Q0417)
- Spring (JIL-Q0118)
- Summer (JIL-Q0218)

3. Total your order: \$ _____ (Ad Price) x _____ (Number of Issues) = \$ _____ **TOTAL PRICE**

Naylor charges a \$50 artwork surcharge for artwork creation or changes. This additional fee will appear on your final invoice if the artwork submitted is not publishing ready.

Advertiser Information

Company Name: _____

Primary Contact: _____ Position: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

I agree to all the terms of the rate sheet and this contract as applicable for my company.

Payment Authorization Signature: X _____ Date: _____

Advertiser indemnifies Naylor, LLC and the Association against losses or liabilities arising from this advertising. Naylor, LLC assumes no liability whatsoever, except to the extent of a one time paid advertisement of the same specification, in the next or similar publication, if any proven or admitted errors or omissions have occurred. Payment is due upon receipt of the invoice. Interest shall be charged at 2% per month compounded to yield 26.82% per year on overdue accounts. A charge of \$32.00 will be levied against all returned checks. Revisions to previously submitted ad copy are subject to additional charges. In the event of a contract cancellation, the advertiser/or agency agrees to repay Naylor, LLC any discounts granted for multiple insertions less any discount applicable for the number of insertions completed in the contract. All cancellations must be received in writing prior to the advertising sales deadline. All premium positions are non-cancelable. Prices are net of agency commission. Ads may also appear in an online version of the publication(s). (JIL-Q0118)

Please sign, scan and email/fax to:

Categories

Please check the category that you would like to be listed under, then initial and date the bottom of the page. If your category, product or service is not listed, a new listing can be created for you.

- | | | |
|--|---|--|
| <input type="checkbox"/> Accessibility Products | <input type="checkbox"/> Employee Benefits | <input type="checkbox"/> Parent Education |
| <input type="checkbox"/> Accounting & Auditing Services | <input type="checkbox"/> Energy Assessments | <input type="checkbox"/> Payroll Supplies |
| <input type="checkbox"/> Acoustics | <input type="checkbox"/> Energy Management | <input type="checkbox"/> Performance Contracting |
| <input type="checkbox"/> Administrative Software | <input type="checkbox"/> Environmental Consultants | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> After-School Enrichment | <input type="checkbox"/> Environmental Systems | <input type="checkbox"/> Playground Equipment |
| <input type="checkbox"/> Aquatic Playgrounds | <input type="checkbox"/> Extension Education | <input type="checkbox"/> Playground Surfacing |
| <input type="checkbox"/> Art Supplies | <input type="checkbox"/> Facility Assessment | <input type="checkbox"/> Program Management |
| <input type="checkbox"/> Asbestos & Lead Abatement | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Publishers |
| <input type="checkbox"/> Asbestos Removal & Equipment | <input type="checkbox"/> Fire & Safety Protection | <input type="checkbox"/> Pupil Transportation |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Floor Cleaning Chemicals & Equipment | <input type="checkbox"/> Recognition Plaques & Gifts |
| <input type="checkbox"/> Athletic Sports Equipment | <input type="checkbox"/> Flooring | <input type="checkbox"/> Retirement Plans |
| <input type="checkbox"/> Attorneys | <input type="checkbox"/> Food Service Supplies | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Audio/Visual Equipment & Installation | <input type="checkbox"/> Furniture | <input type="checkbox"/> Roofing Products & Services |
| <input type="checkbox"/> Auditing/Accounting & Financial Services | <input type="checkbox"/> Geographic Information Systems | <input type="checkbox"/> Safety Products |
| <input type="checkbox"/> Auditorium Furniture | <input type="checkbox"/> Hotel Accommodations | <input type="checkbox"/> Sanitary Maintenance Supplies |
| <input type="checkbox"/> Awards | <input type="checkbox"/> HVAC | <input type="checkbox"/> School Furnishings |
| <input type="checkbox"/> Benches | <input type="checkbox"/> Identification Cards | <input type="checkbox"/> School Supplies |
| <input type="checkbox"/> Bike Racks | <input type="checkbox"/> Indoor Air Quality | <input type="checkbox"/> Scoreboards |
| <input type="checkbox"/> Biological Specimens & Supplies | <input type="checkbox"/> Insurance Claims Administration | <input type="checkbox"/> Seating |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Insurance Services | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> Boards | <input type="checkbox"/> Interior Decorations | <input type="checkbox"/> Shade Canopies/Shelters |
| <input type="checkbox"/> Books & Book Supplies | <input type="checkbox"/> Internet Communications | <input type="checkbox"/> Shelving & Storage |
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Investment Management Services | <input type="checkbox"/> Signs/Marqueses |
| <input type="checkbox"/> Cafeteria Furniture | <input type="checkbox"/> Janitorial Supplies/Equipment | <input type="checkbox"/> Skate Parks |
| <input type="checkbox"/> Carpets | <input type="checkbox"/> Laboratory Furniture | <input type="checkbox"/> Sport Surfaces |
| <input type="checkbox"/> Chalkboards & Bulletin Boards | <input type="checkbox"/> Lamination | <input type="checkbox"/> Stadiums |
| <input type="checkbox"/> Classroom Furniture | <input type="checkbox"/> Leak Detection | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Clocks | <input type="checkbox"/> Learning Labs | <input type="checkbox"/> Teaching Aids |
| <input type="checkbox"/> Computer Cabling | <input type="checkbox"/> Library Furniture | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Computer Hardware | <input type="checkbox"/> Library Supplies | <input type="checkbox"/> Temperature Controls |
| <input type="checkbox"/> Computer Lab Furniture | <input type="checkbox"/> Lighting & Equipment | <input type="checkbox"/> Training & Consulting |
| <input type="checkbox"/> Computer Services | <input type="checkbox"/> Liquid Soaps & Dispensers | <input type="checkbox"/> Transportation & Traffic Calming |
| <input type="checkbox"/> Computer Software | <input type="checkbox"/> Litter Receptacles | <input type="checkbox"/> Turf Grass & Sod |
| <input type="checkbox"/> Consultants | <input type="checkbox"/> Local Area Networking | <input type="checkbox"/> Uniforms |
| <input type="checkbox"/> Contents Restoration | <input type="checkbox"/> Lockers & Locks | <input type="checkbox"/> Visual Display Products Technology |
| <input type="checkbox"/> Copiers | <input type="checkbox"/> Maintenance, Custodial & Grounds | <input type="checkbox"/> Water Extraction |
| <input type="checkbox"/> Curriculum Management Solutions | <input type="checkbox"/> Mathematics & Phonics Publishers | <input type="checkbox"/> Washroom Accessories |
| <input type="checkbox"/> Divider Curtains | <input type="checkbox"/> Mobile School Facilities | <input type="checkbox"/> Web-Based Documentation |
| <input type="checkbox"/> Education & Vocational Training Equipment | <input type="checkbox"/> Mold Remediation | <input type="checkbox"/> Wheelchair Restraints/Occupant Restraints |
| <input type="checkbox"/> Educational Adequacy Assessment | <input type="checkbox"/> Noise Control Products | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Educational Materials | <input type="checkbox"/> Office Equipment & Supplies | <input type="checkbox"/> Writing Services |
| | <input type="checkbox"/> Office Furniture | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Paper Recycling & Shredding | |

One free listing with any size ad. Additional listings at \$20.00 each. No limit. Please list new categories on this sheet.

_____ Additional Index Categories X \$20.00 = \$_____

Initial: _____ Date: _____