



**Certified
Management
Accountants™**

CASE FORMAT OUTLINE

- **Written Report Cover Sheet** (does not count in the page limit)
- **Page Limit:** Your written report should not exceed five (5) double-spaced pages and the entire submission, including exhibits, **should not exceed ten (10) pages**. Exhibits include any graphs, charts or pictures that support and are referenced in your report.
- **Font:** Arial, size 11
- **Line Spacing:** Double-spaced
- **All exhibits, diagrams, charts, pictures etc:** Must be referenced

Submission Deadline Date: Monday, February 13, 2012 by 9:59pm

Reports can be submitted by email, fax or mail to the following address and fax number. If you are mailing your report, please be sure to post mark your submission by **Monday, February 6, 2012** to ensure that we will receive your report before the deadline:

Attn: Katie Hensrud

Certified Management Accountants Society of British Columbia

Suite 1000 – 900 West Hastings Street

Vancouver, British Columbia. V6C 0C4

Email: katie@cmabc.com

Fax: 604.687.6688 or 1.800.663.8715