



[Have you completed the count request form?](#)

# ASHA Mailing List Order Form

(Note: You are renting postal mailing addresses; ASHA does not rent/sell Email addresses.)



Please submit this completed form via Email to [ListRental@asha.org](mailto:ListRental@asha.org) or fax to 301-296-8583.

## Contact Information (\*required field)

### Ordered By:

\*First Name \_\_\_\_\_ \*Last Name \_\_\_\_\_  
 Title \_\_\_\_\_ Company Name \_\_\_\_\_  
 \*Mailing Address \_\_\_\_\_ \*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_  
 \*Phone Number \_\_\_\_\_ \*Email \_\_\_\_\_

### Ship To: (if different than "Ordered By")

\*First Name \_\_\_\_\_ \*Last Name \_\_\_\_\_  
 Title \_\_\_\_\_ Company Name \_\_\_\_\_  
 \*Mailing Address \_\_\_\_\_ \*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_  
 \*Phone Number \_\_\_\_\_ \*Email \_\_\_\_\_

**Shipping Method**  Email attachment  Excel  ascii  email address \_\_\_\_\_

UPS shipping charges apply to pressure label requests.

- 4-up pressure sensitive peel and stick labels  Standard Shipping (UPS Second Day) ASHA ships orders second-day UPS  
 UPS overnight \_\_\_\_\_ Your UPS Account Number will be charged.

## Payment Information

### Pricing

List price is 22 cents per name. There is a 1,000 name minimum charge for all orders. Please add 6% MD tax if you are ordering from a Maryland based company or residence.

### Discounts

We offer a discount of 15% to all nonprofits (a copy of your Federal Nonprofit Certificate is required when placing the order). List brokers receive a 20% discount (a recognized list broker is defined as a company whose sole activity is to purchase mailing lists for their active clients).

**Bill Me** (include PO number if applies) PO# \_\_\_\_\_

### Payment Method

No payment is due at this time. ASHA will invoice you for the total amount due. We accept checks, Visa, MasterCard, and Discover.

## Sample Direct Mail Piece

You must submit a sample of the direct mail piece you will be sending using this mailing list. You can:

- 1.) Email an electronic file to ASHA's List Manager at [ListRental@asha.org](mailto:ListRental@asha.org) or 2.) Fax your piece to 301-296-8583.
- 3.) If applies: Job number of count for your final list order \_\_\_\_\_ (ie fe110105 [located on count request])

## Questions?

Contact ASHA's List Manager at 301-296-8676 or Email [ListRental@asha.org](mailto:ListRental@asha.org).

## List Rental Terms and Conditions Agreement

Customers ordering the American Speech-Language-Hearing Association Membership Mailing List agree to the following terms.

1. **Names rented on a one-time basis. No second use, tagging, appending, or list enhancement of any kind is permitted from a list without permission of ASHA's list manager. (List are seeded.)**
2. All orders must be submitted or confirmed in writing. A sample of the mailing piece is required with each order. ASHA reserves the right to reject any proposed direct mail piece that does not conform to the standards, principles, and ethics of the Association.
3. Lists cannot be returned or exchanged; orders cannot be cancelled after shipment.
4. Counts indicated are approximate and subject to change daily. ASHA is not responsible for shortages or overruns of lists or mailing pieces resulting from such changes.
5. Payment terms are net 30 days from invoice date. ASHA believes in handling our member/customers credit card information with the utmost importance and security. We request that when paying for these services please do not send credit card information via e-mail.
6. Normal production time is 5 to 10 working days from receipt of order. Standard shipping is Second Day UPS. Special shipping requires the customer's express shipping company account number.

By typing my name below, I agree to comply with ASHA's List Rental Terms and Conditions.

Company Name \_\_\_\_\_ \*Approved Signature \_\_\_\_\_

\*Today's Date (MM/DD/YYYY) \_\_\_\_\_