



## MAILING LIST ORDER FORM

Complete this form and the accompanying List Rental Agreement and fax to 856.439.0525.

**Format (select one)**

- All orders will be sorted in ascending zip code order
- Mailing list via email (comma-delimited file)
- Mailing list on disk (comma-delimited file)
- Avery self-adhesive labels (1" x 2-5/8")

**Geographic Area (select one)**

- Entire list (U.S. and Foreign)
- U.S. only
- Specific state(s) [limit of 10]

**Designation**

- All members
- Active members only (CHT)
- Associate members only (OT & PT)
- Affiliate members only (COTA & PTA)

**Shipping Fee (for disk & label orders)**

- First class mail (no charge)
- Fed Ex overnight (\$15.00)
- Fed Ex two-day (\$10.00)

**List Fee (PREPAYMENT IS REQUIRED FOR ALL ORDERS)**

- \$900 for entire mailing list (U.S. or U.S./Foreign)
- 40 cents per name for specific states  
*(Please contact ASHT for exact amount due - minimum order is \$75)*

**Payment Information:**

**If paying with credit card, you may fax your order to 856.439.0525. If paying with check, please make it payable to ASHT and mail to ASHT, 15000 Commerce Parkway, Suite C, Mount Laurel, NJ 08054.**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address (no PO Box for FedEx) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

Credit card number (Visa, MC or AmEx) \_\_\_\_\_

Expiration date \_\_\_\_\_ Name of cardholder \_\_\_\_\_

Signature \_\_\_\_\_

◆◆◆ A sample of the mailing piece and signed Rental Agreement must be included with your order ◆◆◆

**Please note:** ASHT does not sell mailing lists for courses that are being held within one month of an ASHT sponsored course. Rental of ASHT mailing lists to outside vendors and/or entities does not constitute an endorsement or guarantee of the product or service being marketed.

15000 Commerce Parkway, Suite C. Mount Laurel, NJ 08054  
 phone 856.380.6856 fax 856.439.0525  
 asht@asht.com [www.asht.org](http://www.asht.org)

## ASHT LIST RENTAL AGREEMENT

**The List Renter acknowledges that the ASHT Membership Mailing Lists and any portion thereof, are the exclusive property of the American Society of Hand Therapists, hereafter known as the List Owner.**

- The List Renter shall rent the ASHT Membership Mailing List for the fee and terms stated in the invoice and this Agreement.
- The List Renter acknowledges and agrees that the ASHT Mailing List, and any portions thereof, is the exclusive property of the List Owner and the rental and payment gives no ownership rights to List Renter.
- The List Renter shall provide the List Owner a complete sample of the mailing piece for approval prior to release of the mailing.
- The List Renter agrees that all names and addresses furnished are provided on a rental basis for **one-time** use only. The List Renter guarantees the names and addresses shall not be copied, reused, sold, electronically reproduced, or used by any party except as specified in the written order to the List Owner. The List Renter shall mail only the sample mailing piece, which has been approved by List Owner. The List Renter or its agents shall not transfer names or information to its own customer files or re-contact names derived from the mailing list, or provide the names for another to make such contact, without prior written approval of List Owner.
- Upon completion of each one-time mailing, the List Renter shall immediately destroy all unused mailing labels, letters, envelopes and other typed or printed matter which contain names and addresses supplied by the List Owner.
- The List Renter shall make full payment for the mailing list rental at the time the order is placed.
- The List Renter agrees that the rental conditions herein shall apply to any present and future rentals of the ASHT Membership Mailing List.
- If the completed order is determined to be incorrect, List Renter must notify the ASHT Headquarters within 30 days after receipt of order. Otherwise the order shall be determined correct and payment in full shall be due.
- The List Renter understands that there is a NO-RETURN POLICY on all label orders. If List Renter has any doubts of how the order will be perceived when processed, then the ASHT Headquarters must be contacted by List Renter for clarification before placing the order. No refunds or credits will be made after an order has been processed.
- All label counts received by the List Renter from List Owner prior to completion of the actual mailing list are approximate and subject to change daily. List Owner shall not be responsible for shortages or overruns of materials based on estimates.
- List Owner reserves the right to "seed" the list using decoy names to protect against unauthorized use.
- List Owner's liability for any damages or losses incurred by List Renter through the use of any list shall be limited to the actual cost of the Mailing List rental paid by List Renter to List Owner and constitutes liquidated damages for any liability.
- This agreement represents the entire agreement and understanding between the parties with respect to the subject matter and may not be amended, modified or terminated except by the written consent of both parties.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_