



Phone: 434-245-8425 • Fax: 434-245-8453

MEMBERSHIP MAILING LIST ORDER FORM

To order the NACAS membership mailing list, please fill out the following information. Include your payment method below. Mailing lists cannot be processed until receipt of payment. Mailing lists are in Excel spreadsheet format, and will be e-mailed to you. Mailing lists may be used up to four times in a twelve month period and include physical mailing addresses as well as email addresses.

Check one:

- _____ NACAS member contacts
- _____ One or more Regions (indicate East, West, South, Central)

E-Mail

- \$400
- \$150 (per Region)

• Sort Order: (Check your preferences, one or more)

- by ZIP Code
- A-Z by Country/State
- by Region
- A-Z by Institution

• To help us better serve you, please explain how you will be using the mailing lists. _____

NAME _____ TITLE _____

COMPANY _____

STREET _____

CITY _____ STATE _____ ZIP+4 _____

TELEPHONE _____ FAX _____ E-mail _____

DATE _____

Mailing lists are purchased with the understanding that they are to be used up to four times only within a twelve month period.

Please return completed form with payment to:

**NACAS
PO Box 5546
Charlottesville, VA 22905-5546**

Payment Method: (indicate one)
 VISA MasterCard AMEX Check# _____

Card# _____

Expires _____

Signature
(required) _____

Date _____

Total Amount Enclosed \$ _____

NACAS MAILING LIST RENTAL AGREEMENT

This agreement is subject to the following conditions:

1. Renter understands and agrees that NACAS is making its mailing list ("mailing list" refers to a list in either paper or electronic form) available to renter up to four times only within a twelve month period. and solely for renter's use as stated on request form. Any other use of the mailing list for any purpose is specifically prohibited unless NACAS grants permission for such in writing and renter pays the appropriate fee for such use.
2. Renter shall use the mailing list provided by NACAS only for the pre-approved promotional mailings. The renter shall treat NACAS' membership list and all mailing labels as confidential information. The renter shall not under any circumstances sell, loan, or circulate such membership lists to any third party, or use such membership lists for any other purpose.
3. The mailing list renter agrees that in utilizing NACAS' membership list, he/she will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form, by photocopying, entering into a data-base, or otherwise duplicating by any means.
4. The mailing list renter agrees to reimburse NACAS for all costs which NACAS may incur in enjoining unauthorized parties from using the membership list in all cases where such unauthorized parties gained access to the membership through the renter listed below or any of the renter's agents or employees.
5. The mailing list renter agrees NACAS will have the right to monitor the use of the membership listing.
6. The mailing list renter agrees that the promotional piece supplied for approval with this agreement is the piece(s) that will comprise the mailing.
7. Signature below indicates complete acceptance of the above conditions and constitutes a contract between NACAS and the below stated mailing list renter.
8. Renter will make no claims that the mailing is in any way endorsed by NACAS without prior written approval of NACAS.

Authorized Signature

Date:

Authorized signatory's printed name

Phone:

Organization

Return this completed agreement with a copy of your mail piece to:

Heather Brown ,CEM
Director of Business Partner Services
NACAS
7 Boar's Head Lane
Charlottesville, VA 22903-4610
Phone: 434-245-8425 x228
Fax: 434-245-8453