

MAILING LIST RENTAL ORDER FORM

NASPA MAILING LISTS are available for the purpose of disseminating relevant information to the higher education community. This single-use rented list enables you to cater your audience to suit your needs, from the entire community of student affairs to targeted sub-groups of members, with customization capabilities including geography and professional level.

RENTAL FEES

BASE FEE: \$150/NASPA Members, \$300/Non-Members

LISTING FEE: \$.10/listing [Example: Non-Member list rental with 1,000 listings: \$300 + \$100 = \$400]

MULTI-RENTAL DISCOUNT: Members only receive a 50% discount on each additional mailing list rental within a calendar year.

ORDER PROCEDURES

1. Complete the order form and submit it to membership@naspa.org or via fax to 202.898.5737, along with an electronic sample of the material being mailed.
2. A membership team member will contact you to confirm that your form has been received, and at that time dialogue with you about any further clarifications needed on your request.
3. No more than five business days after your order has been finalized, you will receive an invoice for your list from NASPA.
4. As soon as payment is processed for the order, your list will be immediately available to you, remitted via email as a Microsoft Excel Spreadsheet.

PLEASE NOTE:

- NASPA reserves the right to decline the fulfillment of any mailing list rental request.
- NASPA never provides member e-mail addresses or phone numbers for any reason.
- List rentals are one time use only and may not be reproduced or resold.

CONTACT INFORMATION

☐ NASPA Member

☐ Non-member

NASPA Member ID Number: _____

Name: _____

Institution/Organization: _____

Address: _____

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

Phone: _____ Fax: _____ Email: _____

MAILING SYNOPSIS

Please provide a description of the material being mailed, including details of the product/event being marketed and specifics about your target audience.

LIST CHARACTERISTICS

NASPA REGION

- ☐ All
☐ Region I
☐ Region II
☐ Region III
☐ Region IV-E
☐ Region IV-W
☐ Region V
☐ Region VI
☐ Specific States: _____

PROFESSIONAL LEVEL

- ☐ All
☐ New Professional
☐ Mid-Level Professional
☐ Senior Level
☐ AVP/"Number Two"
☐ Senior Student Affairs Officer
☐ Faculty
☐ Retired

STUDENT MEMBERS

- ☐ All
☐ Undergraduates
☐ Master's
☐ Doctoral
☐ NONE

DISCOUNT

- ☐ I am eligible for the Member
Multi-Rental Discount

I would like to have members outside of the United States included (Yes/No): _____

If there is a targeted budget for your list rental, please indicate it here: _____

RENTAL AGREEMENT

I agree to use this rented mailing list only once, only for the purpose outlined on this form, and to exclusively distribute the material submitted for NASPA's review. I agree to adhere to the guidelines of the "NASPA Mailing List Rental Agreement" attached.

Signature

Date

Printed Name

MAILING LIST RENTAL AGREEMENT

1. The List Renter shall rent the NASPA Membership Mailing List for the fee and terms stated in the invoice and the agreement.
2. The List Renter acknowledges and agrees that the NASPA Membership Mailing List, and any portions thereof, is the exclusive property of the list owner.
3. The List Renter shall provide the List Owner a sample of the mailing piece for approval prior to release of the mailing list.
4. The List Renter agrees that all names and addresses furnished are provided on a rental bases 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 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.
5. Upon completion of each one-time mailing, the List Renter shall immediately destroy all unused mailing labels, lists, letters, envelopes, and other typed or printed matter which contains names and addresses supplied by the List Owner.
6. The List Renter shall make a full payment for the mailing list in the amount specified in the List Owner's invoice for each order prior to list distribution.
7. The List Renter agrees that the rental conditions described herein shall apply to any present and future rentals of the mailing list.
8. If the completed order is determined to be incorrect, List Renter must notify NASPA Member Services Department within 5 days after receipt of order. Otherwise, the order shall be determined correct.
9. The List Renter understands that there is a NO RETURN POLICY on all label orders. If the List Renter has any doubts of how the order will be perceived when processed, then the NASPA List Rental Service must be contacted for clarification before placing the order. No refunds or credits will be made after an order has been processed.
10. All 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.
11. List Owner reserves the right to "seed" their lists using decoy names to protect against unauthorized use.
12. 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.