

**MAILING LABEL ORDER FORM**

The following guidelines apply when ordering labels:

- ◆ Duplication or reselling of labels is not permitted. NAHQ does not sell e-mail addresses for members.
- ◆ Labels are sold for **one time usage only**.
- ◆ A complete **sample** mailing piece **must accompany all orders**. All label orders are subject to approval.
- ◆ Black-out dates apply for promotion of meetings occurring within one month (pre or post) of the NAHQ annual meeting.
- ◆ Pre-payment is required for all orders.
- ◆ Allow 10 working days from the date complete order is received by the NAHQ office.
- ◆ Licensee agrees **not** to use the names as a mailing source for membership solicitation.

Select the appropriate categories below and complete the mailing information as requested

**Output Media**

- 4-up pressure sensitive labels
- Disk (\$50 set-up charge)
- Email (\$50 set-up charge)

**Sort**

- Alpha sequence
- Zip code sequence

**Rate**

- 1-500 names            \$150
- 501-1,000 names       \$250
- 1,001-2,000 names     \$400
- 2,001-3,000 names     \$550
- 3,001-4,000 names     \$700
- 4,001-5,000 names     \$850
- Two sets of entire membership  
   \$1200

**Selections**

- All members (approx. 4500)
- Selected states (\$50 set-up charge)  
\_\_\_\_\_
- Demographics (\$50 set-up charge)  
\_\_\_\_\_
- Special Interest Groups (\$50 set-up charge)  
\_\_\_\_\_
- Key code (max. 8 characters)  
(\$50 set-up charge) \_\_\_\_\_

Name \_\_\_\_\_ Facility/Company name \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_ Submitted by \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

- VISA       MASTER CARD       AMEX       DISCOVER       CHECK (ENCLOSED PAYABLE TO NAHQ)

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please return this form along with the sample mailing piece and pre-payment to:

NAHQ Membership Labels  
 Attn: Kate Anderson  
 4700 W. Lake Avenue  
 Glenview IL 60025  
 800/966-9392      Fax 847/375-6320

<i>For office use only:</i>	
Client ID	_____
Tracking Number	_____
Date Shipped	_____