

**FORMS – LIST RENTAL
LIST RENTAL POLICY**

POLICY: Mailing List Rentals-Labels and Email Blasts

FUNCTION: The Wisconsin Dietetic Association (WDA) membership list is for Association business, continuing education opportunities and products or service of interest to members.

RENTAL REGULATIONS: Each request for label rentals and/or use of Email blast must be accompanied by a completed List Rental and User Agreement order form.

Mailing lists are rented for one-time use only. Lists must not be duplicated, transferred or sold to a third party, integrated into a permanent data base, or used for any other purpose than the expressed purpose for which it is approved. Violation of these specifics will be grounds for denial of any future rental request.

Email blast requests should be sent to eatrightwisc@gmail.com. WDA office staff will implement the email blast request. Email addresses will not be released to the renter.

FORMAT/PRICING:

Format for mailing labels

1. Pressure sensitive labels + \$.10/name plus \$25 nonrefundable service fee.
2. Email (Excel format) = \$.08/name plus \$25 nonrefundable service fee.

Other pricing for mailing labels

1. Customer will be invoiced for the exact number of labels actually sent.
2. Rush order: \$25 additional (shipped in fewer than 7 working days).
3. Cross tabulation/merges (combining more than 1 option) or special sorts: \$10.00 each.
4. Order changes after printing is completed will be charged an additional \$25.00.
5. Pricing includes shipping charges based on US Postal system-ground.
6. Payment for the list must be made within 30 days of date of invoice.

Format for email blast

1. Sender will provide a pdf format for attachment and introduction message without graphics in MS Word. A jpg file of your logo may also be included with the other two items. All items should be sent in one email.

Pricing for email blast

1. To send an individual posting to members only, \$55.00 per blast to members and nonmembers \$75.00 per blast.

EXEMPTIONS:

1. Wisconsin Dietetic Association Districts/Regions – MDA and MDDA requesting labels for outreach to WDA members in their home district will be waived the service fee.
2. Once a year MDA, MDDA, Northern Region Representative and any approved Local Area Groups (LAG) may request a membership list or labels of their district or region without charge. Names may be copied for future membership verification purposes only. Any additional lists requested throughout the year will be charged current rate minus the service fee.
3. MDA and MDDA requesting an email blast to ALL WDA members/nonmembers will be charged \$55.00 with the option of one follow-up email blast of the same posting to the same recipient list at no charge.

Written 12/02

Revised 2/19/03, 10/06, 7/10

Reviewed 9/07, 6/08

List Rental and Email Blast Agreement (see policy)

The undersigned agrees to rent a mailing list or send information via email blast from the Wisconsin Dietetic Association subject to the following conditions:

1. If labels or excel file request - List will be used only for one-time direct mail purpose for which it is approved and it will not be duplicated, resold or integrated into a permanent database.
2. If email blast request- WDA will send information to members since emails are not provided to groups.
3. Payment for the list must be received within 30 days of date of invoice. Having read the above, the undersigned agrees to assume full responsibility for breach of these terms. Noncompliance will disqualify the undersigned from receiving future rentals from the Wisconsin Dietetic Association.

Signature of requestor _____

SELECTION:

A. MEMBERSHIP SELECT REQUESTED:

- All ADA/WDA members (approximately 1640-1700 members)
 All ADA/WDA members and nonmembers (approximately 2100-2400 members)
 Other request _____

(Cross tabulation/merges (combining more than 1 option) or special sorts: \$10.00 each)

B. SEQUENCE:

Zip code order OR Alpha order not applicable for Email blasts

C. FORMAT: Labels or Excel file Email Blast

- Pressure sensitive labels/ mailing address- = \$.10/name plus \$25 nonrefundable service fee.
 Excel format of postal mail information via email = \$.08/name plus \$25 nonrefundable service fee.
 Information sent to WDA@centurytel.net in pdf format for attachments and introduction message without graphics in MS Word and company or association logo (if desired) in jpg format; WDA office will send email blast to membership selection requested above= \$55.00 for members only per blast; \$75.00 for members and nonmembers per blast.

D. OTHER PRICING:

- Rush order: \$25 additional (shipped in fewer than 7 working days)
 Order changes after setup is completed: \$25.00 additional.

BILL TO: Organization: _____ Name: _____ Street Address: _____ City, State, Zip Code: _____ Phone: _____ Email Address: _____	SHIP TO: (leave blank if same as "Bill To") Organization: _____ Name: _____ Street Address: _____ City, State, Zip Code: _____ Phone: _____ Email Address: _____
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CHECK PAYMENT CHOICE: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Card Number: _____ Expiration Date: _____ Billing Zip Code: _____ Signature: _____ <i>Intended purpose for List:</i> <i>Date labels or list needed by:</i> <i>Date of mailing or function:</i>	<ul style="list-style-type: none">• Orders will be sent within 10 business days of receipt.• Pricing includes shipping charges based on US Postal system-ground.• Customer will be invoiced for the exact number of labels actually sent.• Complete and return form to: Wisconsin Dietetic Association 563 Carter Ct, Suite B Kimberly, WI 54136 eatrightwisc@gmail.com or Fax: 920-882-3655 Phone: 888.232.8631 Web: www.eatrightwisc.org
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