



Bethesda List Center, Inc.
4833 Rugby Avenue, Suite 501
Bethesda, MD 20814-3910 USA
TEL +1-301-986-1455
FAX +1- 301-907-4870

MAILING LIST ORDER FORM

Please complete the order form below and fax it back along with a copy of your mail-piece. If pre-payment is required you will receive and invoice via fax within 1 business day.

Please print clearly.

Date: \_\_\_\_\_

P.O.#: \_\_\_\_\_

List Name: \_\_\_\_\_

Ship to:

Name: \_\_\_\_\_
Company: \_\_\_\_\_
Street: \_\_\_\_\_
City: \_\_\_\_\_
Phone #: \_\_\_\_\_
FAX #: \_\_\_\_\_
EMAIL: \_\_\_\_\_

Bill To \*\*: [ ] Same as ship to (Leave blank if checked)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Prepayment may be required.

Mail Offer: Sample attached? [ ] YES

Please note: sample approval required on most lists.

Need By Date: \_\_\_\_\_

Orders generally take 3-5 business days

Mail Date: \_\_\_\_\_

Ship via: [ ] EMAIL [ ] UPS RED (1day) [ ] UPS BLUE (2day)

QUANTITY OF NAMES: \_\_\_\_\_

There is a minimum order on most mailing lists, please refer to the datacard or contact your customer care representative with any questions

Mailing List Selections:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GEO (State, Zip of SCF code(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[ ] ALL PER LOCATION (no charge) [ ] 1 PER LOCATION

MEDIA OUTPUT FORMAT (Please refer to datacard for list of available formats)

[ ] MAGNETIC TAPE [ ] 3.5 DISKETTE [ ] CHESHIRE LABELS
[ ] CARTRIDGE [ ] PEEL & STICK LABELS [ ] EMAIL

Enter email address here \_\_\_\_\_

SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Mailing List Pricing:**

*All rates are per thousand (/M) unless listed otherwise*

BASE RATE: _____	GEO: _____
GEO SELECT _____	MISC: _____
TITLE: _____	MISC: _____
FUNCTION _____	MISC: _____
PER COMPANY _____	MISC: _____
FORMAT _____	MISC: _____

**Payment Information:**

VISA

MASTERCARD

Number: _____	Exp Date: _____
CVN # _____	
Name: _____	Signature: _____

Your credit card will not be charged until we receive final approval from you on the quantity and cost.

**TERMS & Conditions:** 1. We believe the information in this list is accurate but we cannot guarantee its accuracy or the outcome of a mailing. 2. Stated prices are for one-time usage only. 3. Net name arrangements are available on large orders for many lists. 4. Commissions are paid to recognized brokers and advertising agencies at standard industry rates. 5. Names will be shipped only to a bonded mailhouse or service bureau. 6. Purchase orders are required. 7. Payment in full is required within 30 days of an invoice. Bethesda List Center, Inc has the right to ask for prepayment on any order. 8. Cancellations must be in writing and accompanied by the returned names and are subject to running charges. Orders canceled after mail date will be billed at full price. 9. We are not liable for any damages or loss sustained through use of this list, nor for any special or consequential damages, and in no event shall our liability exceed the price of the list.

**I understand and agree to the terms and conditions above.** *(Orders will not be processed without valid signature)*

Name: _____	
Signature _____	Date: _____

Thank you for your order. We will be in contact with you as soon as possible with a final quantity and cost of your list order. All orders generally ship within 3-5 business days of receipt. Please contact the customer care representative listed below if you have any questions.

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 Please visit us on the web at: [www.bethesda-list.com](http://www.bethesda-list.com)  
 For datacards 24/7: [www.bethesda-list.com/lists.html](http://www.bethesda-list.com/lists.html)

[info@bethesda-list.com](mailto:info@bethesda-list.com)

