



Bethesda List Center, Inc

4300 Montgomery Ave., Ste 204B
Bethesda, MD 20814
Main: 301.986.1455 Fax: 301.907.4870
Email: info@bethesda-list.com

Email Campaign Request Form

Please complete the attached form and fax back to 301-907-4870.

Please allow 3-5 business days to provide time for order processing, payment & testing.

CONTACT INFORMATION:

Name: _____
Company: _____
Street Address: _____
City, State ZIP: _____
Telephone: _____
Email: _____

ORDER INFORMATION

List Name: _____
Quantity Requested: _____
Please note: There is a minimum order on most lists. If you wish to order fewer names, the minimum order will still apply to the base.
List Selections: _____

CAMPAIGN INFORMATION:

From: _____
Subject Line: _____
Seeds: Test & Blast: _____
Please provide names if you want the blast personalized
Desired Launch Date: _____
Personalization*: Yes No **Please inquire. Personalization is not be available on all lists. Additional charge may apply*
If yes, would you like first name or first and last name: First Name First & Last Name
Desired Launch Date/Time: _____ *(Please allow up to one week for all first time blasts)*

ORDER REQUIREMENTS:

- 1) Emailed copies of the text & HTML versions- **email to bhiggins@bethesda-list.com**
 - Your company name and address must be in the body of the email on all versions of the message (HTML and/or Text)
 - Opt-out link from your organization must be included in all versions of the message (HTML and/or Text)
 - All links must be working
- 2) The subject line you would like us to use
- 3) 'Seed' email addresse(s) for testing and final blast. If you are personalizing the message please provide name for each address.
- 4) Opt-out/Suppression file* (list of opt out emails-complete addresses only)- **email to bhiggins@bethesda-list.com**

**the file must not be older than 10 days by the date of the blast. The suppression file from your organization is required under the CAN-SPAM law. A suppression file is a list of email addresses of the people that have opted not to receive emails from your organization. If you do not have a suppression file, you will be required to sign an agreement at the time of your order.*





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LIST RENTAL ORDER PRICING:

	<u>Cost Per 1000 (/M)</u>		<u>Quantity</u>	=	<u>Total</u>
Base Rate:	_____	x	_____	=	_____
Transmission:	_____		_____		_____
State/ZIP/Country:	_____	x	_____	=	_____
Selection 1:	_____	x	_____	=	_____
Selection 2:	_____	x	_____	=	_____
Selection 3:	_____	x	_____	=	_____
Personalization:	_____	x	_____	=	_____
Suppression:	_____	x	_____	=	_____
			TOTAL:		_____

Payment Information:

VISA MasterCard American Express

Visa or M/C# _____ - _____ - _____

Exp Date: _____ / _____
 Month/Year

Amex # _____ - _____ - _____

Exp Date: _____ / _____
 Month/Year

CVN# _____

All information is required. Please complete the entire form. Please print clearly.

Name as it appears on the Credit Card _____

Street Address (as it appears on credit card statement) _____

City, State, ZIP _____

Phone # (as it appears on credit card statement) _____

Fax # _____

E-mail _____

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. Commissions are paid to recognized brokers and advertising agencies at standard industry rates. 4. 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. 5. Cancellations must be in writing and are subject to running/set-up charges. 6. Orders canceled after blast date will be billed at full price. 7. Orders canceled after testing begin will be subject to run/setup fee. 8. Bethesda List Center and/or List Owner 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: _____

Title: _____

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 your customer care representative if you have any questions.

