



Bethesda List Center, Inc.
 4300 Montgomery Avenue, Ste 204-B
 Bethesda, MD 20814
 Main: 301.986.1455 Fax 301.907.4870
 Web www.bethesda-list.com
 eMail info@bethesda-list.com

Mailing List Rental Form

Please complete the order form below and fax or email it with a copy of your mail-piece (brochure, postcard, etc) to info@bethesda-list.com.

Please complete. All Items below w/ the symbol are required.

Date: _____ PO # _____
 Estimated Mail Date _____ (a purchase order number is required on all orders that are billed)

Ordered By:

Name _____ Title _____
 Company _____
 Street Address _____ City, State, ZIP _____
 Phone _____ Email _____

Delivery Method/Ship To: (if same as ordered by- leave blank) Email Delivery FTP Delivery P.S. Labels

Company _____ Name _____
 Address _____ City, State, ZIP _____
 Phone _____ Email _____

List Name:

Selections/Special Instructions: (Please include any special instructions you may have here)

Payment Information: Prepayment is required on ALL first time orders. Payments accepted are below.

Quote ID #: _____ Total # of Names (Minimum order applies.): _____ Total Cost: _____

VISA MasterCard American Express Check (made payable to Bethesda List Center, Inc. Must be in house prior to shipment)

VISA or MC # _____ • _____ • _____ CVN # _____ Exp Date _____
 AMEX # _____ • _____ • _____ CVN # _____ Exp Date _____

Please complete information below as it appears on your credit card account. All info is required.

Name _____
 Street Address _____ City _____ ST _____ ZIP _____
 Phone _____ Email _____

TERMS & CONDITIONS: 1. Stated prices are for one-time usage only. 2. Names will be shipped only to a bonded mailhouse or service bureau unless otherwise noted. 3. Purchase orders are required. 4. Payment in full is required within 30 days of an invoice. Bethesda List Center, Inc has the right to ask for pre-payment on any order. 5. 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. 6. Bethesda List Center and/or the list owner are not liable for any damages or loss sustained through use of this list, or 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)

Print Name _____ Title _____
 Signature _____ Date _____



List Rental Order Instructions

(You are not required to return this page to BLC)

- (1) All pricing listed is per thousand records (represented as '/M') or flat (represented as '/F').
- (2) Please complete the order form & rental agreement & fax or email to info@bethesda-list.com along with a copy of what you are mailing (see item #2).
- (3) You are required to submit a copy of what you are mailing (aka 'sample' or 'mail-piece') on every order for approval. List owner reserves the right to decline any offer.
- (4) This list rental is for one time use unless specified otherwise. All lists monitored to prevent improper and unauthorized use. Any list renter that uses the list more than once without authorization will be subject to additional fees and may be banned from future list rental(s).
- (5) All orders typically take 2-5 business days from receipt of your complete order (including payment & copy of your offer).
- (6) In some cases list owners will not allow us to deliver a list directly to a user and may require that the list you order be delivered directly to your mailhouse/print ship. This will be clearly stated prior to ordering.
- (7) Minimum order applies. Each list has its own minimum requirements (usually 5,000 records). This number is located on the right hand side of each rate card. Please inquire for additional information.
- (8) Prepayment is required on all first time orders. Payment can be made using VISA, MasterCard, American Express) or check for US customers. All checks must be made payable to Bethesda List Center, Inc. and mailed to the address above. Check's must be in-house prior to delivery of any list. W-9 available upon request.
- (9) Mailers who claim presort or automation rates for First-Class Mail® service must demonstrate that they have updated the addresses in their mailing lists within a specific timeframe prior to the mailing date. For more information, please follow this link: <http://www.usps.com/ncsc/addressservices/moveupdate/moveupdatemenu.htm>

What is included?

Each postal list includes the following unless otherwise noted:

- Name (all records unless otherwise noted)
- Company Name (if/where available)
- Title (if/where available)
- Complete Postal Address (all records –including country name on INTL files)

Electronic versions of the file are delivered via email or FTP (EDT) in ASCII Comma Delimited (.csv) format. PS (Pressure Sensitive/Peel & Stick) Labels may be available on some files. Please inquire.

What happens next?

Upon receipt of your complete order form and copy of your mail, we will confirm receipt and send you an invoice electronically (if you did not receive a quote in advance).

Once we receive a response from list owner on the copy of your mailing submitted for approval, we will contact you with the news. If approved and your order is complete (including prepayment, if required) by 4PM EST, your order will ship same day. If you have requested labels, you will receive an email contain the tracking number once it is available to us. If you have requested electronic delivery, the ZIP file will be delivered via email. All lists are seeded with records (at no extra cost to you) to monitor usage.

If this is your first time reading a datacard and you need assistance please visit this link for guidance:

<http://www.bethesda-list.com/lists/how-to-read-a-data-card>