



Bethesda List Center, Inc.
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Bethesda, MD 20814-4463
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Web: www.bethesda-list.com

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:

Bill To:** Same as Ship to (Leave blank if checked)

Name: _____

Title: _____

Company: _____

Street _____

City, State ZIP _____

Phone #: _____

FAX #: _____

EMAIL _____

****Prepayment required on all first time orders**

Mail Offer: Sample attached?

*Please note: Sample (copy of what you are mailing) is required on **every** order.*

Need By Date: _____

Orders generally take 3-5 business days

Quantity of Names: _____

Minimum order on most mailing lists-5000, please refer to the datacard or contact your customer care representative with any questions.

Mail Date: _____

Date of mailing required on every order form. All orders cancelled after maildate are billed at full rate.

Mailing List Selections:

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

All Per Location One Per Location

Ship To: (a third party address may be required)

Enter email address here

SPECIAL INSTRUCTIONS:

LIST RENTAL ORDER PRICING:

	<u>Cost Per 1000 (/M)</u>		<u>Quantity</u>		<u>Total</u>
Base Rate:	_____	x	_____	=	_____
State/ZIP/Country:	_____	x	_____	=	_____
Selection 1:	_____	x	_____	=	_____
Selection 2:	_____	x	_____	=	_____
Selection 3:	_____	x	_____	=	_____
Key-Code:	_____	x	_____	=	_____
Email Delivery/EDT:	_____	x	_____	=	_____
KEYCODE:	_____	=	_____		_____
			TOTAL:		_____

Payment Information: VISA MasterCard

Card# _____ Exp Date: _____
 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. 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 your customer care representative if you have any questions.

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

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