



## MAILING LABEL ORDER FORM

**The following guidelines apply when ordering labels:**

- ◆ Duplication or reselling of labels is not permitted. ITNS does not sell e-mail addresses for members.
- ◆ Labels are sold for **one time usage only**.
- ◆ A complete **sample** mailing piece **must accompany all orders**. All label orders are subject to approval.
- ◆ Black-out dates apply for promotion of meetings occurring within one month (pre or post) of the ITNS annual meeting.
- ◆ Pre-payment is required for all orders.
- ◆ Allow 10 working days from the date complete order is received by the ITNS office.
- ◆ Licensee agrees **not** to use the names as a mailing source for membership solicitation.

Select the appropriate categories below and complete the mailing information as requested

**Output Media**

- 4-up pressure sensitive labels
- Disk (\$50 set-up charge)
- Email (\$50 set-up charge)

**Sort**

- Alpha sequence
- Zip code sequence

**Rate**

- 1-250 names \$125
- 251-500 names \$250
- 501-750 names \$375
- 751-1,000 names \$500
- 1,001-1,250 names \$750
- Full List \$900

**Selections**

- All members (approx. 1,650)
- Selected states (\$50 set-up charge)  
\_\_\_\_\_
- Demographics (\$50 set-up charge)  
\_\_\_\_\_
- Special Focus Groups (\$50 set-up charge)  
\_\_\_\_\_
- Key code (max. 8 characters)  
(\$50 set-up charge) \_\_\_\_\_

**Payment Method**

Name \_\_\_\_\_

Facility/Company name \_\_\_\_\_



Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Submitted by \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

 VISA      MASTER CARD      AMEX     CHECK  
(ENCLOSED PAYABLE TO ITNS)

\_\_\_\_\_ Card Number

\_\_\_\_\_ Exp Date

Name as it appears on credit card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please return this form along with the sample mailing piece and pre-payment to:

ITNS Membership Labels  
8735 W. Higgins Road, Suite 300  
Chicago, IL 60631  
Phone 847/375-4728  
Fax 847/375-6341

<i>For office use only:</i>
Client ID _____
Tracking Number _____
Date Shipped _____