



## Mailing Label Rental Form and Usage Agreement

*Please complete form and return with payment information*

DATE \_\_\_\_\_ COMPANY NAME \_\_\_\_\_  
CONTACT/EMAIL ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**SELECT LABELS:** Please select the mail list(s) desired (please note numbers are approximate and are subject to change)

- Architecture Firm Labels** (approx. 320)       **Individual Member Labels** (approx 1,100+)
- \_\_\_\_\_ Architects (595)      \_\_\_\_\_ Associates (160)  
\_\_\_\_\_ Students (138)      \_\_\_\_\_ Emeritus (104)      \_\_\_\_\_ Allied (195)

**MAILHOUSE INFORMATION:** Electronic labels will only be sent to the AIA San Diego mailing house, Precision Assembly. You must contact them directly relative to the cost, logistics, etc. of the mail house services. Once you have coordinated with Precision Assembly, contact us and we will provide Precision Assembly with the most up-to-date electronic version of our member mailing list. Precision Assembly understands that your rental of the AIA San Diego mailing list is for one-time use only. **CONTACT: Bob Johnson, Precision Assembly, 760.735.6580, 205 W Mission Ave., Suite G, Escondido CA 92025**

**PRICE** (per label)\*       \$.20 AIASD members       \$.25 non-profit organizations

**PAYMENT:** Payment, agreement, and sample of mail piece must be received before labels will be sent to Precision Assembly.

MC or Visa only (no Amex)       Check Enclosed. **Mail to:** AIA San Diego, 233 A Street, Suite 200, San Diego CA 92101

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
VCC# (last 3 digits on reverse) Exp Date

\_\_\_\_\_  
Authorized Signature \$ \_\_\_\_\_ Charge my Card

\_\_\_\_\_  
Billing Address (must be provided for credit card)

**SINGLE-USE AGREEMENT:** Fax to 619.232.4542

\_\_\_\_\_ agrees to a one-time use of the list for mailing materials subject to pre-approval by AIA San Diego. We agree to provide AIA San Diego with one copy of the materials to be sent to the membership.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

- AIASD members can order labels on behalf of a non-member organization they represent. It is not necessary that the member issue the payment. However, the cost per label is charged based on the person or organization paying for the labels (i.e. a non-profit issuing the check pays the non-profit rate, but a member paying on behalf of the non-profit pays the member rate).