



Mailing Label Rental Form and Usage Agreement

Please complete form and return with payment information
Revised June 2012

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 800)
- _____ Architects (437) _____ Associates (125)
_____ Students (23) _____ Emeritus (104) _____ Allied (109)

MAILHOUSE INFORMATION: Electronic labels will only be sent to the AIA San Diego mailing house, Precision Assembly. Please be aware that mailing label rental does not give you access to our member's contact information, AIA San Diego creates the list and sends it to our mailing house. 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)* \$.30 AIASD members \$.35 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).