



OHBM Mailing Label Rental and Email Blast Policy

For-profit and non-profit organizations may purchase the Organization for Human Brain Mapping's (OHBM) mailing labels **OR** send an email blast to our membership for **ONE TIME USE ONLY**. Mailing labels are sent electronically as postal mailing addresses in Excel format. *Email addresses are not included on this list*. Addresses provided are the member's preferred mailing address. The mailing labels will include foreign addresses so please note for appropriate postage. The Executive Office will send out approved email blasts. Payment must accompany all orders. All mailing/email blast information/materials must be sent to and approved by OHBM before distribution.

OHBM does not send blast emails regarding job posting opportunities. Please submit a job posting on our website under [Career Opportunities](#).

1. **For-Profit Pricing: \$800.00 Non-Profit Pricing: \$400. Fees are required before a label order can be processed and before a broadcast email can be processed.** Payment may be in the form of a check (US funds only) or credit card (Visa, American Express or Master Card). OHBM has approximately 2500-3000 members. Labels cannot be returned or exchanged.
2. All orders must be submitted in writing. A **sample** of the mailing/email blast piece is required with each order and must be received with payment. The Executive Director must approve the sample before an order can be processed. OHBM reserves the right to reject any proposed direct mail piece that does not conform to the standard, principles and ethics of OHBM.
3. Membership labels are provided via email in an excel spreadsheet or you may choose to send your information via broadcast email. If you choose a broadcast email, the text must be submitted to the Executive Office for distribution in HTML. The broadcast email will be sent exactly as submitted.
4. Approximately 2-3 weeks* after the payment and sample are received in the Executive Office, the membership labels will be delivered to the email address provided. The broadcast email will be sent within 7-10 business days.
5. Violation of these terms and conditions governing the rental of labels may result in the denial of further rentals.

***Rush Service**

If the membership label request must be processed in less than 2 weeks, a \$75 rush fee must be included with the rental payment. Please indicate rush service on the label request form. Rush broadcast emails will be sent within 3-5 days.

If you have further questions please contact the Executive Office at info@humanbrainmapping.org.

OHBM Mailing Label/Email Blast Order Form

Please Print:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Fax _____

Email _____

Are you a: ☐ For-Profit ☐ Non-Profit

*My signature confirms that I have read and agree to comply with the **OHBM Membership Rental List and Email Policy**.*

Signature _____ Date _____

Please indicate the product you would like:

☐ Address list in Excel format ☐ Email blast sent from OHBM Executive Office

Fees :

☐ For-Profit/Commercial and Scientific Marketing \$800
☐ Non-Profit \$400

NOTE: A sample or draft of your mailing/email piece must be enclosed with this form.

PAYMENT INFORMATION: ☐ Check **OR** ☐ Credit Card: ☐ VISA
☐ MasterCard ☐ AMEX

Credit Card # _____

Expiration Date _____

Name on Card _____

Total Amount \$ _____

Authorized Signature: _____