



OHBM Mailing List Rental Policy

The following is the Organization for Human Brain Mapping's policy regarding the rental of membership mailing labels or broadcast email:

1. All label rentals are for **one-time use**. No second use, tagging, appending or list enhancement of any kind is permitted from this list without permission of the list owner. Control names are included to monitor additional use.
2. **Prepayment of \$600.00 (\$200 for Active members) is required before a label order can be processed. Prepayment of \$600.00 (\$200 for Active members) is required 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 members. Labels cannot be returned or exchanged.
3. All orders must be submitted in writing. A **sample** of the mailing 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.
4. 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. The broadcast email will be sent exactly as submitted.
5. 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.
6. 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 \$50 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 OHBM Executive Office.



OHBM Mailing List Order Form

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Fax _____

Email _____

Are you an Active member of OHBM?

☐ Yes

☐ No

*My signature confirms that I have read and agree to comply with the **OHBM Mailing Labels Rental Terms and Conditions.***

Signature _____ Date _____

Membership list type:

☐ Membership labels in excel spreadsheet

☐ Broadcast Email

Fees:

☐ Commercial and Scientific Marketing \$600

☐ OHBM Active Member \$200

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

PAYMENT INFORMATION:

Credit Card Type: ☐ VISA ☐ MasterCard ☐ AMEX

Credit Card # _____

Expiration Date _____

Name on Card _____

Total Amount \$ _____

OR

Check # _____

Authorized Signature _____

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