



## EMAIL BLAST/MAILING LIST RENTAL INFORMATION & ORDER FORM

### SERVICES AVAILABLE

ABGC has over 4,000 certified genetic counselors. Email distribution and mailing addresses are available for the following:

For-Profit	Non-Profit/ Government	Description
<input type="checkbox"/> \$700	<input type="checkbox"/> \$500	Job opening or public service announcement
N/A	<input type="checkbox"/> \$500	Non-profit research study
N/A	<input type="checkbox"/> \$600	Educational meeting sponsored by a non-profit organization
<input type="checkbox"/> \$1,250	N/A	Sale of a product, service or educational meeting by a for-profit organization
<input type="checkbox"/> \$150	<input type="checkbox"/> \$150	Additional cost for a <u>rush order</u> (3-day turnaround time)

For student research requests, please use the separate form found on our website: <http://abgc.net/Resources/Links/documents/StudentResearchRequests.pdf>.

### HOW TO PLACE AN ORDER

Submit the following to the ABGC Executive Office via email, fax or mail:

1. Payment
2. Order Form
3. For email blasts: Text of email blast in Word document\*, photos/logos in JPG or PNG format  
For mailings: Electronic sample of mailing piece for approval (Word document or PDF)\*

### PAYMENT

**Prepayment is required with each order.** Requests will not be processed without payment. Payment can either be made by check (payable to ABGC) or credit card (Visa, MasterCard, Discover and American Express). **Orders are processed within two weeks of request.**

#### Credit Card Payments:

Cardholder Name: \_\_\_\_\_ Cardholder Company Name: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Amount: \_\_\_\_\_

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

Purchaser's Name	
Purchaser's Email	
Purchaser's Company Name	
Purchaser's Mailing Address	
Purchaser's City/State/Zip	
Purchaser's Phone Number	

Please check the type(s) of service:	
<input type="checkbox"/>	E-mail distribution
<input type="checkbox"/>	Mailing labels in Excel spreadsheet for one-time use only
For mailing label orders, check the preferred order for printed labels:	
<input type="checkbox"/>	Zip code order (default)
<input type="checkbox"/>	Alphabetical order
<input type="checkbox"/>	Specify targeted sub-group, if applicable (region, certification year, etc.):

**\*DISCLAIMER:** When the American Board of Genetic Counseling approves the content of e-blasts or mailing pieces, it does not check or correct the spelling or grammar of the submitted material. It is the responsibility of the purchaser and/or requestor to provide material that is grammatically and orthographically correct and otherwise free of errors.

**AGREEMENT** (for mailing label orders only): Upon acceptance of these "rented" labels, purchaser agrees to use the labels once for the specified mailing only, within 30 days of receipt, and to abide by copy restrictions. Purchaser shall not make or permit others to make copies or reproductions of the labels or any directory information in ANY form, in whole or in part. This information cannot be stored in electronic media, computer database, or any other form, in whole or in part. All salutations must be general and not individualized.

**I have read the above "Agreement" and agree to all terms specified therein.**

Purchaser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser's Printed Name: \_\_\_\_\_