

AALAS Mailing List Rental



Guidelines

1. Your organization must be an active member of AALAS (Commercial, Institutional, or Affiliate).
2. A copy or mock-up of the item must be mailed or faxed (or e-mailed, if there is a soft copy) to AALAS for approval.
3. Once approved, contact American Resource Systems (ARS) for necessary indicia information to be printed on the pieces for mailing. For example, ARS' permit number is required in the indicia of items mailed first class since they will be mailed from Memphis.
4. AALAS works exclusively with ARS for all mailing list rentals. Mailing lists cannot be submitted to your organization or mail house.
5. If this is a mailing in advance of AALAS' National Meeting, please note that your piece cannot contain any information regarding drawings, contests, or raffles due to AALAS' policy for exhibitors: "No exhibitor is permitted to conduct contests, lotteries, raffles, or games of chance within the Exhibit Hall; this includes drawings to be held after the meetings. Give-aways are allowed if everyone who visits the booth receives something."
6. If your materials have a return address, they should be formatted in the following manner:
"Your Organization's Name"
c/o AALAS
9190 Crestwyn Hills Dr
Memphis, TN 38125
United States (if internationally addressed)
7. Mailing lists are available in the following configurations:
 - All members—no exclusions
 - Members sorted by standard category:
 - Includes gold members
 - Includes silver members
 - Includes bronze members
 - Excludes commercial members
 - Excludes international members
 - Excludes Canadian and Mexican members
 - All National Meeting attendees—no exclusions
 - National Meeting attendees by standard category:
 - Excludes exhibitors and commercial Attendees
 - Excludes international attendees
 - Excludes Canadian and Mexican members attendees
 - Special Sorting (additional \$50 fee):
 - Job title (i.e., "directors," "Technicians")
 - Credentials (i.e., "DVM," "VMD," "PhD")
 - Additional standard category sorts

Contact Information

Submit all inquiries and mailing material samples to:

Chris Lyons
Associate Executive Director, AALAS
9190 Crestwyn Hills Drive
Memphis, Tennessee 38125
(901) 754-8620
fax (901) 753-0046
chris.lyons@aalas.org

Mail House Contact Information:

Martha Briggs
Customer Services
American Resource Systems, Inc.
7480 Bartlett Corporate Cove West
Bartlett, Tennessee 38133
(901) 382-9595
fax (901) 382-0460
arsmail@arsinfont.com

AALAS Mailing List Rental Form

Please type directly into this form, print it out, sign it, and fax it to AALAS at 901-753-0046. For best results, use Adobe Acrobat Reader 8.0, which can be downloaded for free at www.adobe.com. Questions? Please call AALAS at 901-754-8620 or e-mail us at info@aalas.org.

Member Classification:

- Commercial
 Branch
 Affiliate

Contact Information:

Company/Organization _____
Contact Name _____
Phone _____ Fax _____
E-mail _____

Type of Mailing: Postcard Brochure Catalog Letter Flyer Other _____

Select Mailing List Sort:

- Members sorted by standard category
- Includes gold members
 - Includes silver members
 - Includes bronze members
 - Excludes commercial members
 - Excludes international members
 - Excludes Canadian and Mexican members
- National Meeting attendees by standard category
- Excludes exhibitors and commercial attendees
 - Excludes international attendees
 - Excludes Canadian and Mexican members attendees
- All National Meeting attendees, no exclusions
- All members, no exclusions

Special Sorting: \$50 fee [e.g., job titles (directors, technicians); credentials (e.g., DVM, PhD); international members; commercial members].
Please describe: _____

Invoicing Information:

Number of labels x \$0.10 = \$ _____
Extra charge for special sort: \$ _____
Total invoice: \$ _____

- Minimum charge of \$100 & then \$0.10 per label.
- Payments from Canada, Mexico, and countries outside the U.S. must be made in U.S. dollars and drawn on a U.S. bank.
- No cancellations or refunds on mailing list rentals.
- AALAS does not allow the rental of member e-mail addresses.

OFFICE USE ONLY

Date request received _____
Target date for files to ARS _____
Membership end date: _____
Exec. Dir. approval _____

Method of Payment:

- Visa MasterCard Check (Number: _____)
 AMEX Discover Money Order

Account Number—please include all digits

Month Year
Expiration Date

Signature _____

Name on Card _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____