



## The Washington Chapter of the American Institute of Architects Mailing List Rental Agreement

The Washington Chapter of the American Institute of Architects (AIA|DC) has approximately 1,900 architects and associated professionals on its mailing list. Purchase of the AIA|DC mailing list will allow you to reach this specific niche group.

### Order Information

All orders must be accompanied by a completed order form, signed list rental agreement, payment and sample mailing piece (a draft copy is acceptable). Please allow 5 business days for fulfillment, following receipt of order and approval of mailing materials.

### Terms and Conditions

- Minimum order: Full File
- List rental for one-time use only
- Sample mailing piece required
- Allow 5 business days for receipt of order
- All orders must be pre-paid
- For rush orders less than 5 days, add \$50
- Orders cancelled before mail date, \$50
- Full payment is required for orders cancelled after mail date

### Prices

#### AIA Member Rate

AIA|DC Active Member List (Pressure Sensitive Labels) \$300

#### Non-Member Rate

AIADC Active Member List (Pressure Sensitive Labels) \$600

### Rental Policy

AIA|DC reserves the right to review all information to be sent to individuals or organizations on its mailing list and to reject orders that do not meet with the standards and the mission of AIA|DC. Each order will be reviewed to determine if the materials to be mailed will in some way benefit AIA|DC members and the field architecture. Materials shall not imply AIA|DC's support or endorsement of products or services.

All names and addresses are the property of AIA|DC. Mailing lists are rented for ONE-TIME USE ONLY PER REQUEST. They are not to be duplicated in any form or transferred to any other person or organization for any purpose. **Labels have been seeded to detect any unauthorized use or duplication. Mailing lists are non-returnable.** Payment is required in advance for all orders unless other arrangements are made. AIA|DC disclaims any responsibility for the intended use of the labels, and its liability is limited only to the cost of replacement of the labels.

## Mailing List Rental Agreement

Please read the following statement and return the completed form with authorized signature and payment as part of your order.

We acknowledge that: The names and addresses provided to us are the property of The Washington Chapter of the American Institute of Architects (AIA|DC) and are supplied for the specific mailing ordered and no other purpose. The names of members who have indicated that they wish to be excluded from AIA|DC's mailing list rentals will not appear on the list. The names and addresses will not be reused or duplicated in any manner or transferred to any other person or organization for any purpose. We understand that list orders are seeded with decoy names to detect unauthorized use. If unauthorized use is detected, we understand that we will pay 5 times the value of this list order & be subject to other legal action. Permission to use the names and addresses constitutes neither approval nor endorsement by AIA|DC of any product or service offered. The names and addresses are not returnable or refundable.

We agree to the rental agreement and charges as stated in the attached mailing list rental instructions.

\_\_\_\_\_  
Signature of authorized representative Date

Name (Please Print) \_\_\_\_\_

Organization \_\_\_\_\_

### AIA|DC Mailing Labels Order Form

Date of Mailing (Required): \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Payment Type:  Visa/MasterCard  American Express  Check

Credit Card Number: \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Exp. Date \_\_\_\_\_

(Choose one):

- AIA|DC member rate (\$300.00)  
 Non-member rate (\$600.00)

(Choose one):

- Rush delivery – less than 5 business days (add \$50.00)  
 Normal delivery – allow up to 5 business days (no charge)

Please make checks payable to "Washington Chapter/AIA".

Send your completed form, payment, and sample to:

Washington Chapter/AIA  
421 7th Street, NW  
Washington, DC 20004

Or fax to (202) 667-4327 Questions? Call (202) 667-1798