



## Mailing List Rental Policy

The following is the American Society of Neurorehabilitation's policy regarding the rental of membership mailing labels:

1. All label rentals are for one-time use. Duplication is strictly prohibited.
2. Pre-payment of \$500.00 (\$300 for members) is required before a label order can be processed. Prepayment of \$600 (\$400 for 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). ASNR has approximately 450 members.
3. A sample of the mailing to be sent to the ASNR membership must be received with payment. The Executive Director must approve the sample before an order can be processed.
4. Membership addresses for labels are provided via email in an excel spreadsheet only.
5. List will be emailed approximately 2-3 weeks\* after Executive Office receipt of payment and sample.
6. Broadcast emails will be sent through the Executive Office. A list of email addresses will NOT be provided to renter.

### \*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.

If you have further questions please contact the Executive Office.

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