



# ASCA List Rental Policy Form

The American School Counselor Association (ASCA) provides professional development and resources to strengthen the school counseling profession. Members are school counseling professionals in pre-K–postsecondary settings.

## List Rental Terms & Conditions

- n Names are released for one-time rental only.
- n Names are for direct mail purposes only. **No phone, fax numbers or e-mail addresses are available.**
- n There is a minimum order size on most mailing lists (2,000 names).
- n A sample of your mail piece must be approved prior to processing your list rental order.
- n Pre-payment is required for all orders.
- n Allow 15 working days to process an order. For rush orders less than 15 working days, add \$100 processing fee.
- n Orders canceled prior to mail date will be subject to a 25% cancellation fee.
- n **NO REFUNDS AFTER RELEASE OF RECORDS**

## Information needed when placing a list rental order:

- Name of the mailer (the company wishing to mail to the names)
- Quantity of names
- Selections on the list (for example, state or title selects, etc.)
- Due date (the date you need the names – rush orders only)
- Mail date (anticipated date of mailing)
- Your company's billing address, phone, fax numbers, e-mail

**Please make sure to send a sample-mailing piece with your order. We cannot begin to process your order until a sample of the actual mail piece and payments are received.**

Prepayment is required; we will fax you a price quote estimate. Please note that this amount can change if you decide to make any changes to your order. If an adjustment needs to be made, we will either re-bill you for the difference or refund any overpayment amount. We can proceed with an order once we have received the payment check or credit card information. Mail the check and a copy of the order to ASCA at the address below:

**ASCA reserves the right to refuse orders deemed to be contrary to the best interests of the membership. ASCA believes the data contained within this list to be correct but cannot guarantee the outcome of any mailing. In no event will ASCA's liability exceed the cost of the list.**

# Li Order Form

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Quantity of Names: \_\_\_\_\_

Geographic Area: \_\_\_\_\_

Mail Date: \_\_\_\_\_ Date needed: \_\_\_\_\_