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## Mailing List/Label Rental Information/Policy

The National Association of EMS Physicians offers membership mailing labels to individuals or companies wishing to distribute promotional and/or informational materials to NAEMSP members.

### ORDERING INFORMATION

- ▶ **The cost of the mailing labels is \$300. Although NAEMSP membership is dynamic, the list contains approximately 1,400 names.**
- ▶ **Please note that email addresses are *not* provided.**
- ▶ **Labels will be sent in electronic label format only (Excel spreadsheet).**
- ▶ A copy of the material being mailed must be sent to the NAEMSP Executive Office along with this label order form. All mailings must be approved by the NAEMSP Executive Office before labels will be sent out. If final copy is not available, a draft copy will be accepted with the understanding that the final printed material will not differ significantly.
- ▶ Upon review of the submitted material, labels will be mailed or emailed within three weeks of your request (due to review & processing time). Payment is required with application. No Purchase Orders. Labels will be shipped UPS ground. Any additional costs for express orders will be charged to the user.

### MAILING LABEL RENTAL POLICIES

Mailing label rental is to be used only for the intent and the material previously submitted and approved by the National Association of EMS Physicians.

- ▶ These labels are provided for a one-time use only. Each purchase is a separate contract between NAEMSP and the user.
- ▶ These labels may not be reproduced in any manner, either in part or in whole. All labels and information thereon are confidential and at all times are and remain the sole property of NAEMSP and in no event shall renter divulge to anyone, make copies of or use same in any way, except as may be permitted in writing by NAEMSP.
- ▶ Although NAEMSP shall make every effort to keep its lists up-to-date, NAEMSP makes no guarantee as to the number of undeliverables and existence or number of undeliverables shall not in any way constitute a material breach of this agreement by NAEMSP, or entitle renter to offset of damages.
- ▶ Failure to adhere to the conditions established by NAEMSP for the use of its mailing labels may result in legal action. Such misuse will render the user liable for all damages to NAEMSP which arise out of litigation, attorney fees, court costs and expenses incurred due to misuse.
- ▶ The request for rental of NAEMSP's mailing labels constitutes your agreement to adhere to the above policies.

Should you have any questions, please contact the NAEMSP Executive Office at 913-222-8654.



## NAEMSP MAILING LABELS ORDER FORM

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

Company: \_\_\_\_\_

Purpose/Use: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

I have read and agree to adhere to the mailing label rental policies of NAEMSP.

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

**Cost of Labels is \$300**

Payment: Check Enclosed (made payable to NAEMSP) or please indicate:

Credit Card:  Visa     MasterCard     American Express

Credit Card No.: \_\_\_\_\_ Exp. Date/CVV: \_\_\_\_\_ / \_\_\_\_\_

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

1. **PAYMENT MUST BE INCLUDED WITH ORDER.**
2. **PURCHASE ORDERS ARE NOT ACCEPTED.**
3. **SAMPLE OF MAILING MUST BE INCLUDED WITH ORDER FORM**

Please return your completed order form,  
a copy of the material being sent to this list  
and payment to:

NAEMSP Executive Office  
Email: [info-NAEMSP@NAEMSP.org](mailto:info-NAEMSP@NAEMSP.org)

THANK YOU FOR YOUR ORDER!  
  
AFTER NAEMSP'S *ACKNOWLEDGED*  
RECEIPT OF MATERIALS TO BE  
MAILED/EMAILED, PLEASE ALLOW *UP TO*  
THREE WEEKS FOR REVIEW,  
PROCESSING, AND DELIVERY.