

Email Guidelines:

1. AAHCM must approve the content of all blast Emails sent to AAHCM members on behalf of an external party. Content must fit properly using the submission instructions.
2. Content must be pre-approved by company's legal department prior to submitting request to AAHCM.
3. All orders are subject to approval based on criteria set forth in AAHCM policy on blast Emails. AAHCM reserves the right to refuse or accept any blast Email requests for any reason.
4. Allow seven (7) working days from the date the form and draft message are received by AAHCM for delivery. The date of delivery for blast Emails is contingent on this policy.
5. A test blast Email will be sent to the requesting company and must be approved within 24 hours of receipt.
6. Blast e-mails will be sent according to AAHCM Advertising policy. Requests will be handled on a first-come, first-served basis.

Submission Instructions:

Banner image

- 650 px x 150 px
- high-resolution jpg file
- at least 150 dpi
- less than 10 MB
- submit as an e-mail attachment

Word document

- text exactly as you would like it to appear in the body of the e-mail
- hyperlinks included
- subject line
- 1,000 words or less
- HTML Code

Images

If you would like an image or logo in the body of the email, indicate the placement using [insert image here] as a placeholder in the copy. All images must be submitted as an e-mail attachment and be less than 10 MB. Valid file types include bmp, jpg, jpeg, gif, and png.
Maximum width is 650 px

Company Information:

Company/organization name: _____

Street address: _____

City/state/zip: _____

Contact name: _____

E-mail: _____

Phone: _____

Fax: _____

Date submitted: _____

Requested blast Email date: _____



Fee:

AAHCM IRC benefit - complimentary blast email

Premier level = 1 per year

Industry Vendor or Other External Group

\$1,500 per email communication

Payment Method:

Check (made payable to AAHCM)

If paying by check: Send a copy of the completed form with payment to: AAHCM;
Attn: Allison Whitley; 8735 W. Higgins Road, Suite 300; Chicago, IL 60631; Phone:
847.375.3673

Credit Card

MasterCard

VISA

Discover

American Express

Account number: _____ Exp Date: _____

Name as it appears on credit card: _____

Authorized Signature: _____

If paying by credit card: Fax application with payment to 888.374.7259 and Email materials to Allison Whitley at awhitley@aaahcm.org; Subject: AAHCM Blast E-mail Request Form.

Once your order form is received you will be contacted via Email to confirm your blast Email reservation date.

Submit both pages of this form to:

Allison Whitley
Account Manager, Professional Relations & Development
8735 W. Higgins Rd., Suite 300 • Chicago, IL 60631
847.375.3697 • awhitley@aaahcm.org

For office use only

Date order received _____

Date order approved _____

Date scheduled _____

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