

# Membership Mailing List Rental Agreement

The individual/company listed below is renting the list for the following purpose (check one):

- **To advise NCHRA's members of an employment opportunity**  
This includes announcements of job openings, career fairs, resume services, personnel agencies, or related uses.
- **To share general information about the services of a company or firm**  
This includes institutional literature on consulting firms, legal services, or other companies that might assist NCHRA's members. Organizations may *not* rent the list to promote educational programs, events, products or to promote a membership association.
- **To share information on a university or college-sponsored HR degree program**  
This includes undergraduate and graduate degree programs at accredited educational institutions only (not extensions or other courses).
- **Other:** \_\_\_\_\_

NCHRA will rent the list for the one-time use of the undersigned, subject to the following conditions:

- This is a rental agreement and is only for the *one-time use* of the list.
- The undersigned will use the NCHRA mailhouse to address and mail the direct mail piece.
- Only approved material may be included in the mailing. Renter must send final sample for approval prior to printing. NCHRA is not responsible for any costs incurred if approval is denied.
- The undersigned will not make any reference to NCHRA, or otherwise imply NCHRA's endorsement of the undersigned's products or services, in the mailing.
- In the event that the renter breaches the terms of this agreement, the renter will be liable to NCHRA for an additional amount of \$2,000.00 as liquidated damages.
- NCHRA reserves the right to deny use of the list for purposes not related to the mission of the association.

The Mailing List rental fee is \$575 per single use. The content and layout of the direct mail piece must be approved by the NCHRA office **prior** to printing. The fee must be sent to the office before your order can be processed. Mailing arrangements should be made with Diane Bostwick at Parks Printing, (800) 576-2562. The number of names in the list is approximately 2,500. Regional mailing lists, sorted by Regional affiliation, are also available at a cost of \$.25 per name.

Name		Company	
Title		Email	
Street			
City / State / Zip		Phone	Fax
<input type="checkbox"/> Check # _____ enclosed (payable to NCHRA Tax ID #94-6103023)			
<input type="checkbox"/> Charge my: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AmEx <input type="checkbox"/> Discover			
		Credit card number	Expiration
Signature		Zip Code of Billing Address	
CVC code _____			

**Return this agreement, plus your payment and mailing sample, to:**  
NCHRA, 268 Bush Street, #3731, San Francisco, CA 94104  
[nchra@nchra.org](mailto:nchra@nchra.org) Phone: (800) 339-4481 Fax: (415) 291-0217 [www.nchra.org](http://www.nchra.org)