

Policy on Use of PPA Mailing Lists

With the rental and use of PPA mailing lists, the purchaser agrees to the following terms and conditions:

- ◆ PPA maintains a list of all of its members; this includes private practice psychologists, school psychologists, licensed members, students, etc. PPA also maintains a list of all other psychologists licensed to practice in Pennsylvania, who are not members of PPA. Lists may be for particular counties or zip codes or other special interest areas. Please contact PPA with your special requests.
- ◆ PPA's databases are updated on a regular basis; however, we do not guarantee that all names and addresses will be current and correct.
- ◆ Mailing lists (labels, disks or email) are for **one time use only**. The mailing list is not to be copied or reproduced in any manner. Failure to comply with this policy may result in legal action against the appropriate company or individual(s).
- ◆ A copy of the mailing piece **and** this signed form must be on file in the PPA office **prior** to the list being sent. Lists are to be used for the authorized and approved mailing piece only.
- ◆ Payment is due with order or upon receipt of invoice. Invoices may be issued to accounts with an appropriate purchase order or authorized, approved signatures.
- ◆ The cost for a complete listing of PPA members is \$350.00 (or \$.20 per label, minimum \$45.00) plus postage and handling. Approximate count: 2,700
- ◆ The cost for a complete listing of licensed psychologists for Pennsylvania is \$600.00 (or \$.20 per label for a subset, minimum \$45.00) plus postage and handling. Approximate count: 5,600.
- ◆ Handling charges are based on the time involved in each particular request. All special requests will be an additional charge, depending on the difficulty of each individual query.
- ◆ Labels may be printed in 3-up format on self-adhesive labels or sent by email. Email lists will be formatted in comma delimited (.csv) format.
- ◆ Allow a minimum of ten days for delivery on all mailing list orders.
- ◆ This form and sample mailing piece may be faxed or mailed directly to PPA.

This signature verifies that we have read the above policy and agree to all conditions and terms as listed.

Signature of authorized person

Please Print Name Here

Company Name

Date

PENNSYLVANIA PSYCHOLOGICAL ASSOCIATION MAILING LIST ORDER FORM

Order Date: _____

Date Needed: _____

P. O. #: _____

Please invoice us Payment enclosed

Mailing Piece Title: _____

Company Name: _____

Shipping Address: _____

Contact Person: _____

Email Address: _____

Daytime Phone #: _____

Billing Address: _____ Same as above

Specifications of order: PPA Members

All Licensed Psychologists

Other _____

Format requested:

Self-adhesive Labels

Delimited format (csv) file

Sort Order: _____

Note: All label orders are sorted in zip sequence unless specified otherwise

Sample of mailing piece attached

Signed: _____