

AALS Mailing Label Rental Information

AALS members and non-members can rent AALS membership lists on a one-time use only basis. To rent the list as an electronic spreadsheet for one-time use only, you must complete the attached order form and submit a sample of what you will be mailing to the membership list you have rented. Please fax your completed order form to labels@aals.org, fax 202-296-8869 or mail to AALS Label Orders, 1614 20th St., NW, Washington, DC 20009. If you have additional questions you can reach us by phone at 202-296-8851 or by email at labels@aals.org

Usage Policy

AALS's mailing labels are for one-time use only. The list can be mailed one time and cannot be photocopied, duplicated, or entered into a temporary or permanent database, or used in any other fashion or format for any future or subsequent use. In addition, a copy of your intended mailing must be attached to the completed order form. Your sample mailing should contain information that will serve the professional interests of faculty and administrators of our member schools. No order will be processed without the sample mailing. AALS reserves the right to review your intended mailing prior to accepting your label order and reserves the right to refuse any order request. A separate order form must be submitted and approved by AALS before reusing any list. We are confident that you will cooperate in carrying out the Association's policy.

Placing an Order

You should complete a mailing list rental order form which should include:

- What label sets (including AALS codes, if applicable) you are ordering
- Whether you want your labels in zip code or alphabetical order (default is zip code order)
- Whether your order is for a profit or non-profit organization
- A sample copy of your mailing piece or a written description (a draft sample is acceptable if the final printed piece is not available)
- Your purchase order number, if applicable

Telephone orders are not accepted.

Label Sets

Mailing Labels can be produced for the following categories:

- **Alumni** – of member and fee-paid law schools who are full-time teachers or administrators
- **Full File** – Contains all faculty, administrators, Deans, and Associate Deans at AALS member and fee-paid law schools (does not include Canadian faculty members)
- **Associate Deans**
- **Placement Directors**
- **Assistant Deans**
- **School** (see code listing)
- **Deans** (member and fee-paid schools)
- **Deans of Academic Affairs**
- **Section** – Interest group, which includes non-law teachers, law school administrators, and full-time law school teachers interested in a subject (see code listing)
- **Deans of Student Affairs**
- **Subject** – All full-time law faculty who teach or have taught a specific subject (see code listing)
- **Development Directors**
- **State**
- **Directors of Law Libraries** (member and fee-paid schools)

Cost

An invoice will be issued when the order is filled. Each order is charged a per label cost for the total number of labels ordered and one service fee. If you order separate lists they will be billed as separate orders and each will be charged a separate service fee. However, one order for multiple copies of the same selections will be charged one service fee. Payment must be in U.S. dollars made payable to the Association of American Law Schools. Effective April 2011, the prices are as follows:

Member & Non-Profit		For Profit	
Cost	Service Fee	Cost	Service Fee
\$0.15 per label	\$100.00	\$0.20 per label	\$120.00

Payment Methods

Checks - Payment must be in U.S. dollar made payable to the Association of American Law Schools.

Credit Cards - We accept American Express, VISA, or MasterCard. If you wish to pay by credit card please contact AALS at 202-296-8851 for more information on credit card payment.

Non-Profit Organizations

In order to qualify for non-profit pricing, indicate on your order form that you are a non-profit organization.

Label Count

A count of the labels you are ordering is available upon request by calling 202-296-8851 or via email at labels@aals.org. Please note that our database is updated daily which may slightly affect counts.

Accuracy of Label Information

We believe the information concerning AALS mailing lists to be accurate, but we cannot guarantee its accuracy of completeness or the outcome of the mailing (including any mailing pieces which are undeliverable).

Shipping

Turnaround time of approximately one week should be allowed for label orders.