

AALS List Order Form

Please carefully review the following information about purchasing mailing lists from AALS. For additional information, you can reach us by phone at (202) 296-8851, or by email at mailinglists@aals.org

- Lists cannot be returned or exchanged. **All sales are final.**
- We believe that information concerning these lists to be accurate but we cannot guarantee its accuracy or the outcome of the mailing.
- Turnaround time is approximately one week.
- AALS only provides mailing addresses and does not offer peel-off labels or email addressess.
- Complete list selection information by indicating the name and code number (if applicable) of each selection you wish included with your order.
- Multiple categories on one order form will be merged and purged of duplicates. They will not be searchable by category.
- This list is to be only used once and is to be used in the same calendar year as it was ordered. Duplicate uses of a list are treated as new orders and require new order forms.
- Include a sample or a draft of the item you will be mailing along with this completed form.

Read and sign the following statement:

I understand and agree that this list order is for a one-time use only and is to be used only to send material herewith submitted for review on the mail date specified. A separate order form must be submitted and approved before reusing any list. I understand that list orders are seeded with decoy names to detect unauthorized use. If unauthorized use is detected, I understand that I will pay 10 times the value of this list order and be subject to other disciplinary actions.

Signature: _____

Labels can be produced for the following categories:

| | |
|---------------------------|----------------------------|
| Alumni | Directors of Law Libraries |
| Assistant Deans | Placement Directors |
| Associate Deans | School |
| Deans | Section |
| Deans of Academic Affairs | Subject |
| Development Directors | State |

Full File: A list of all the faculty and professional staff in our database of AALS schools

Contact

Organization _____ Non-profit _____ For-profit _____

Email _____

Telephone _____ Fax _____

Date _____

Billing Address

Name _____

Address (Line 1) _____

Address (Line 2) _____

City _____ State _____ ZIP _____

P.O. Number, if applicable (attach order) _____

| Sections/Subjects/Special Categories (single order) | Code |
|---|------|
| | |
| | |
| | |
| | |
| | |

Quantity: _____ copies of label sets ordered

Sort By: Zip Code Alphabetical Order

Return completed form and sample to AALS

via fax: (202) 296-8869

via email: mailinglists@aals.org

For AALS Office Use Only

Order #: _____ Date Mailed: _____

Cost of Labels: _____ Total # of Labels: _____

Date Received: _____ Entered by: _____