

MAILING LIST RENTAL AGREEMENT

GENERAL INFORMATION:

The New York City Chapter NASW mailing list contains approximately 7,000 names of members, who live or work in the five boroughs of New York City. The list can be rented in its entirety, or broken down into individual boroughs **ONLY**. **No other break downs are available. NASW-NYC primarily only provides its mailing list for materials that are continuing education or professional development related. All other requests are considered on a case by case basis.**

RENTAL RATES (please check off which list you would like to rent and indicate the boroughs if necessary):

- ____ NYC (approximately 7,000 names) \$130 per 1000 names
- ____ Manhattan (approximately 3,000 names) \$190 per 1000 names
- ____ Other individual boroughs \$210 per 1000 names

PROCEDURE:

1. E-mail or fax a sample of the brochure/flyer you want to send to the NASW-NYC membership. Please include a written request stating what portion of the list you would like to rent as well as a copy of this rental agreement, filled out and signed. Send to NASW-NYC, 50 Broadway, Suite 1001, New York, NY 10004; or email: ads@naswnyc.org; or fax: (212) 668-0305.
2. When the material is approved, you will be contacted. At that point, allow five (5) business days for the list to get to the mailing house, Century Direct, 15 Enter Lane, Islandia, NY 11749-4811. Renters of the mailing list do not actually get a copy of the list, it is sent directly to our mailing house. Only the NASW-NYC mailing house can be used. All measures are taken in order to protect the confidentiality of the names on the list.
3. Once the list arrives at Century Direct, it is the responsibility of the renter of the list to coordinate the actual mailing and the cost of postage and handling, paid directly to Century Direct. (Printing costs, Postage and handling charges are separate from the rental fee, which is paid to NASW-NYC). To find out what the rates are, call the mailing house directly at (212) 763-0638, and ask for the bulk mail department.
4. **All labels must be used!** Regardless of the size of the list you choose to rent, you must send your mailing to everyone on the list. If you have any questions, call the Chapter at (212) 668-0050.

I agree to the above stipulations regarding the rental of the NASW NYC Chapter mailing list.

Signature: _____

Print Name: _____

Agency: _____

Billing Address: _____

Email: _____ Phone No.: _____