

mailing list rental

■ CAI offers mailing lists only—phone numbers or e-mail addresses are **never** provided.

■ CAI does not rent the community association volunteer leader member list to management companies to protect the community association/management company relationship.

■ Mailing lists from CAI are for one-time rental use only.

■ The minimum order is 3,000 names. (You will be charged the minimum even if you accept less than 3,000 names).

■ Mailing lists can be selected by chapter, state and/or category.

■ Lists are **ONLY** available via Excel file.

Costs:

■ Minimum order: \$450 (member rate)

■ Minimum order: \$900 (nonmember rate)

■ If more than 3,000 names are requested, these additional charges apply:
\$150 per 1,000 names (member rate);
\$300 per 1,000 names (nonmember rate).

Categories include:

Community Association Volunteer Leaders; Management Companies; Community Managers; Business Partners

Please call Marc Ingram at (888) 224-4321 for more information on designing a list best suited for your needs. All lists include primary contact name, company name and address only (**no phone numbers or e-mail addresses**).

All payments are non-refundable.

Please make a copy of contract for your files.

Prepayment is required.

Please follow the directions below to initiate the order:

1. Complete form.
2. Enclose a copy of the item to be mailed (all items must be approved by CAI).
3. Enclose a check or credit card payment to CAI.
4. Send the form, a copy of the mailing item and the payment to: CAI, Attn: Mailing List Rental, 6402 Arlington Blvd., Suite 500, Falls Church, VA 22042
You also have the option of faxing or e-mailing the order form with the sample and credit card payment to (703) 970-9353 or mingram@caionline.org.

Once the form, payment and sample items have been received and approved by CAI, your order will take up to 10 business days to process. You may contact CAI within five business days to check your order. If you have any questions, please contact Marc Ingram at (703) 970-9253 or (888) 224-4321.

COMPANY NAME	DATE
CONTACT	TITLE
MAILING ADDRESS	CITY/STATE/ZIP+4
DAYTIME PHONE	FAX NUMBER
E-MAIL	URL
<input type="checkbox"/> NONMEMBER <input type="checkbox"/> CAI BUSINESS PARTNER MEMBER MEMBERSHIP NUMBER	

Please check member category requested:

- Community Association Volunteer Leaders Community Managers
 Community Management Companies Business Partners

LIST STATE(S)/CHAPTERS: _____

SEND LIST VIA E-MAIL TO: _____

PAYMENT

Total \$ _____

Check enclosed (Make payable to CAI)

Charge to: American Express MasterCard Visa Discover

CARD NO. _____

EXP. DATE _____

BILLING ADDRESS, CITY/STATE/ZIP+4 _____

NAME ON CARD _____

SIGNATURE _____

TERMS: All names and addresses furnished by Community Associations Institute (CAI) remain the exclusive property of CAI. They are provided on a list-rental basis for one-time use only and will be paid on a gross, name-shipped basis. No deductions will be allowed for any reason. Renter agrees that these names will not be disclosed, transferred, duplicated, reproduced, retained, resold or reused. None of the information received will be copied or transferred to another file or media. If these names are not mailed within thirty (30) days of the mail date on our order, and no extension has been mutually agreed upon, CAI has the right to revoke permission to use the names. CAI does not rent the community association volunteer leader member list to management companies to protect the community association/management company relationship.

Note: CAI must receive a copy of your mailing materials for approval along with this contract. CAI retains the right to deny use of our mailing lists for any reason.

Terms accepted by: _____

SIGNATURE _____

DATE _____

