

# A M A T Y C

## LABEL & LIST ORDER FORM

The American Mathematical Association of Two-Year Colleges has mailing labels and listings available on a one-time rental basis for sending announcements and other materials of a professional nature. The list of data contains the names and addresses of approximately 15,000 professional individuals who regularly receive AMATYC publications.

Please complete this form to request an order for labels or listings of the AMATYC membership. The completed form should be sent to the AMATYC office with a copy of the material to be mailed for approval. The address and fax number appears on the second page of this form. You will be notified once your request has been approved by the AMATYC President. Rates appear on reverse side; send no money at this time. An invoice for services rendered will be issued after the order is approved.

COMPANY OR ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ DATE REQUIRED \_\_\_\_\_

SELECT ONE FORMAT:   Physical Address \_\_\_\_\_   Email Address \_\_\_\_\_

**SELECT ONE DELIVERY FORMAT:**

Avery Peel Off 3 across \_\_\_\_\_   ASCII Delimited TEXT (3 1/2 disk) \_\_\_\_\_   Email Attachment \_\_\_\_\_  
 Email address (for delivery): \_\_\_\_\_

CHECK DATABASE DESIRED	NO. OF LABELS	NO. OF LISTS	SORTING ORDER
_____ ACTIVEMEMBERSHIP	_____	_____	_____
_____ ACTIVE MEMBERSHIP (+Inst)	_____	_____	_____
_____ PROSPECTIVE MEMBERS	_____	_____	_____
_____ ACTIVE & PRO MEMBERS	_____	_____	_____
_____ INSTITUTIONAL MEMBERS	_____	_____	_____
_____ COLLEGES & INSTITUTES	_____	_____	_____
_____ CONFERENCE ATTENDEE	_____	_____	_____
_____ PRE-REGISTERED LIST	_____	_____	_____
_____ OTHER (Please explain)	_____	_____	_____

**NOTE:** Delineate additional sorting requests with the slashes (/), (e.g. 2 labels = alpha/zip)

### REFERENCE

**Regions:**

- 1) Northeast (CT MA ME NH NY RI VT NB ON PE PQ NF NS)
- 2) Mid-Atlantic (DC DE MD NJ PA VA WV)
- 3) Southeast (AL FL GA LA MS NC PR SC TN VI)
- 4) Mid-West (IL IN KY MI OH WI)
- 5) Central (AR CO IA KS MN MO ND NE SD UT WY MB SK)
- 6) Southwest (AZ NM OK TX)
- 7) Northwest (AK ID MT OR WA AB BC NT YT)
- 8) West (CA HI NV)

**Approximate Size of Database:**

- Full Listing 4,700
- Active Members 1,700
- Prospective Mbrs 3,000
- Institutional Mbrs 130

**Sorting Order Samples**

- 1. Zip code (default)   2. Alpha
- 3. Region, State, Zip   4. Region, State, Alpha
- (Specify region(s) or ALL)

## RATES

Commercial Rate: Per 100 addresses (label or email) or lists.....\$12.00

Non-Commercial Rate: (Individual or professional organization).....\$ 6.00

Supplementary Charges:

Minimum Charge: \$35.00 plus shipping

Delivery: Under normal conditions delivery will take place within one month of receipt and approval of order. An attempt will be made to meet required deadlines.

Prices are subject to change without notice.

## APPROVAL REQUIRED

The President of AMATYC must review and approve a sample of materials to be mailed. If this is not feasible, an accurate and clear description may be accepted. Only materials that have been approved can be sent using these AMATYC labels/lists.

## CONDITIONS

- o Labels and lists are rented for a ONE TIME use in mailing approved materials only. Labels and lists shall not be duplicated or made available to other organizations for their use.
- o Should AMATYC discover a misuse of the labels or lists, AMATYC will exercise appropriate remedies.
- o We give our members the option of excluding their name and information from non-AMATYC mailing lists.

SEND THIS FORM AND SAMPLE MATERIALS TO:

**AMATYC Office**  
Southwest Tennessee CC  
5983 Macon Cove  
Memphis, TN 38134  
(901) 333-4643  
fax: (901) 333-4651