



**American Mathematical Association  
of Two-Year Colleges**

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## Address Label/List Order Form

AMATYC has mailing labels and lists available on a one-time rental basis for sending announcements and other materials of a professional nature. The list of data contains the name and addresses of approximately 5,000 professional individuals who regularly receive AMATYC publications.

Please complete this form to request an order for addresses of the AMATYC membership. The completed form should be sent to the AMATYC office with a copy of the material to be sent for approval. The address and fax number appears at the top of this page; you may also request addresses by email with your proposed mail-out as an email attachment (Adobe pdf format is preferred). Your label file will be sent by email delivery once your request has been approved by the AMATYC President. Rates appear below; send no money at this time. An invoice for the actual number of addresses provided will be issued after the file is delivered to you.

Company or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Requested: \_\_\_\_\_ Date Required: \_\_\_\_\_

Select **ONE** format: \_\_\_\_\_ Physical addresses \_\_\_\_\_ Email addresses

Select **ONE** delivery format: \_\_\_\_\_ Delimited text file \_\_\_\_\_ Spreadsheet File \_\_\_\_\_ Word label file  
 (comma separator) (Excel 2003) (Avery 5160 / 3x10)

Email address (for delivery): \_\_\_\_\_

Check database desired:	No. of Sets	Sorting Order
_____ Active individual membership	_____	_____
_____ Active individual membership + Institutional members	_____	_____
_____ Prospective members	_____	_____
_____ Active and Prospective Members	_____	_____
_____ Institutional Members	_____	_____
_____ Conference Attendees (pre-registered only)	_____	_____
_____ Other (please explain)	_____	_____

**Note:** Delineate additional sorting requests with slashes (/), (e.g. alpha/zip)

### REFERENCE

**Regions:**

- Northeast (CT MA ME NH NY RI VT NB ON PE PQ NF NS)
- Mid-Atlantic (DC DE MD NJ PA VA WV)
- Southeast (AL FL GA LA MS NC PR SC TN VI)
- Midwest (IL IN KY MI OH WI)
- Central (AR CO IA KS MN NO ND NE SD UT WY MB SK)
- Southwest (AZ NM OK TX)
- Northwest (AK ID MT OR WA AB BC NT YT)
- West (CA HI NV)

**Approximate Size of Database:**

- |                       |                       |
|-----------------------|-----------------------|
| Full Listing          | 4,700                 |
| Active members        | 1,700 / 1000 released |
| Prospective members   | 3,000 / 1700 released |
| Institutional members | 130                   |

**Sorting order samples:**

- Zip code (default)
- Alpha
- Region, State, Zip
- ALL, State, Alpha

## RATES

### Minimum order: 500 names

Commercial rate: per 100 addresses (label or email)	\$36.00
Non-commercial rate (educational or professional organization)	\$18.00

#### Supplemental charges:

Rush orders (less than 5 days):	\$50.00 additional
Orders canceled before mail date:	\$50.00 additional plus applicable running charges

*Prices are subject to change without notice.*

Delivery: 48 hours turn around via email attachment once sample is approved by AMATYC President.

## APPROVAL REQUIRED

The president of AMATYC must review and approval a sample of the materials to be sent by mail or email. If this is not feasible, an accurate and clear description may be accepted. Only materials that have been approved can be sent using an AMATYC label or list file.

## CONDITIONS

- Labels and lists are sold 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.
- Should AMATYC discover a misuse of the labels or lists, AMATYC will exercise appropriate remedies.
- We give our members the option of excluding their name and information from being sold to non-AMATYC mailing lists.