



# AAOHN Mailing List Rental Opportunities

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## AAOHN Mailing List Rental

**\$0.25/per name plus \$50.00 processing fee, minimum order \$300.00**

Purchase a list of AAOHN members who have provided a valid mailing address and opted-in to hear more about vendor programs and products! Use this list to send one (1) targeted mailing. Please note that you and/or your company are responsible for printing, postage and handling.

## Dedicated E-blast to AAOHN Members

**\$1,200.00 flat rate**

AAOHN will send a targeted e-mail to members who have provided a valid e-mail address from vendors@aaohn.org. HTML must be designed by your team and content is subject to approval by AAOHN. Limited to one (1) per month; reserved on a first come, first served basis.

AAOHN can pull segmented lists including a number of different metrics. Email [info@aaohn.org](mailto:info@aaohn.org) for more information.



# AAOHN Mailing List Rental Agreement

The List Renter acknowledges that the AAOHN membership mailing lists and any portion thereof, are the exclusive property of the American Association of Occupational Health nurses, Inc. hereby referred to as the List Owner.

1. The List Renter acknowledges and agrees that the AAOHN Mailing List, and any portions thereof, is the exclusive property of the List Owner and the rental and payment gives no ownership rights to the List Renter.
2. **The List Renter shall provide the List Owner a complete sample of the mailing piece for approval prior to release of the mailing.**
3. The List Renter agrees that all names and addresses furnished are provided on a rental basis for one-time use only. The List Renter guarantees the names and addresses shall not be copied, reused, sold, electronically reproduced or used by any party except as specified in the written order by the List Owner.
4. Upon completion of each one-time mailing, the List Renter shall immediately destroy all unused mailing labels, letters and envelopes which contain names and addresses provided by the List Owner.
5. The List Renter shall make full payment for the mailing list in the amount specified in the List Owner's invoice for each order **before the list is released.**
6. The List Renter agrees that all rental conditions herein shall apply to any present and future rentals of the AAOHN Mailing List.
7. If the completed order is determined to be incorrect, the List Renter must notify the AAOHN National Office within 30 days after receipt of order. Otherwise, the order shall be determined correct.
8. The List Renter understands that there is a NO-RETURN policy on all list orders. If the List Renter has any doubts of how the order will be perceived when processed, the AAOHN National Office must be contacted by List Renter for clarification before placing the order. No refunds will be granted after an order has been processed.
9. All list counts received by the List Renter from List Owner prior to completion of the actual mailing list are approximate and subject to change daily. The List Owner shall not be responsible for shortages or overruns of materials based on estimates.
10. List Owner reserves the right to "seed" their lists using decoy names to protect against unauthorized use.
11. List Owner's liability for any damages or losses incurred by List Renter through the use of any list shall be limited to the actual cost of the mailing list paid by List Renter to List Owner and constitutes liquidated damages for any liability.
12. This agreement represents the entire agreement and understanding between the parties with respect to the subject matter it may not be amended, modified or terminated except by the written consent of both parties.



# AAOHN Mailing List Rental Usage Policy

The American Association of Occupational Health Nurses (AAOHN) membership names and addresses are proprietary. AAOHN is the sole owner of the membership names and addresses, and rents them for a one-time use only. The AAOHN requires pre-approval of the items to be mailed to its membership and in its sole discretion will judge the suitability of materials for mailing to its members.

AAOHN does not authorize the use of its membership names and address for the following purposes:

1. Copying and entering names and addresses from the provided labels into a client's database, for the purpose of additional personalized mailings or any other purpose
2. Announcement of openings or positions at companies/institutions
3. Announcement of educational programs, equipment, or other products and services not related to the field of Occupational Health Nursing
4. Use of member names and addresses for on-site visits to members' homes/offices for any reason
5. Surveys or questionnaires

In addition:

1. AAOHN shall not act as a broker, through providing its membership label set for any products or service not manufactured or provided directly by the buyer of the set
2. Direct mailing list brokers soliciting the AAOHN membership label set on behalf of a client assumes total responsibility for on-time payment to AAOHN, regardless of the client's payment standing with the broker

The use of AAOHN membership names and addresses in any of the ways prescribed above shall be cause for, at the minimum, permanent disqualification of the buyer from use of the AAOHN membership set. It shall also be grounds for breach of contract or legal action.

Rental of AAOHN mailing lists to outside vendors and/or entities does not constitute endorsement or guarantee of the product or service being marketed.

I have read and acknowledged AAOHN's Mailing List Rental Agreement and Mailing List Usage Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this form with your complete order to [info@aaohn.org](mailto:info@aaohn.org)



# AAOHN Mailing List Order Form

## BILL TO

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

## SELECTION

Full AAOHN Membership List (opt-in members only)

Specific States or Regions: \_\_\_\_\_

Other Specific Metric: \_\_\_\_\_

Dedicated Email or E-Blast

## PRICING

Finals costs are based on a per name basis. The current rate is \$0.25/name plus a \$50 processing fee for mailing lists and a flat rate of \$1,200 for email blasts. For Mailings lists, there is a minimum fee of \$300.00 per order. Orders will be invoiced and payment is due before list is released to list renter.

## TURNAROUND

While standard turnaround time for all requests is three to five business days, we guarantee that all requests will be filled within two weeks from the order date. Please give the AAOHN National Office as much advance notice as possible, as we need to make sure your information is processed in a timely manner. Payment must be received before list is released.

Please complete this form & signed Mailing List Rental Usage Policy (page 3) and send to [info@aaohn.org](mailto:info@aaohn.org) for processing. For faster turnaround, please include a copy of your mailing piece or email copy.