

NACE Mailing List Order Form



NACE MAILING LISTS

NACE mailing lists are for postal mailings only. NACE does not rent or sell e-mail addresses.

Code	Description	Approximate Counts
NACE	All NACE Members—Colleges and Employers.	12,575
NACE-C	NACE College Members—Career Services offices at four- and two-year colleges.	9,175
NACE-E	NACE Employer Members—Employer organizations in business and government that hire college graduates.	3,300
College career services directors and associated personnel (all NACE members, plus assorted nonmembers):		
COL-4	—at four-year colleges in the U.S.	9,375
COL-2	—at two-year colleges in the U.S.	1000
Directors, deans, administrators, and other key contacts at colleges:		
DIR-4	—at four-year colleges in the U.S.	3,000
DIR-2 & -4	—at two and four-year colleges in the U.S.	3,300
MAX-E	MAX list—Employers in U.S. active in recruiting, by names/titles of persons designated to oversee or manage recruiting activity.	4,500

Prices are subject to change without notice. **All lists are priced at \$200/M (\$.20/name) for members and \$300/M (\$.30/name) for nonmembers.** Additional charge of \$75 for individual state selection. Counts are approximate. **Once your form has been received, NACE will contact you with the final count and cost.** Mailing list is provided in Excel and sent to buyer via e-mail. Pricing is for one-time use.

Note: A sample copy of your mailing piece must accompany this order form. No orders will be processed without the sample piece.

NACE Mailing List Order Form



NACE MAILING LISTS

NACE mailing lists are for postal mailings only. NACE does not rent or sell e-mail addresses.

List Code & Description	Total Count Ordered
Approximate Total Number	
Member Rate @ \$.20/name:	
Nonmember Rate @ \$.30/name:	
State Sort (Add \$75):	
Processing Fee (<i>applies to all orders</i>)	\$25.00
Subtotal:	
Sales Tax (ME & PA only):	
Approximate Total Charges:	

NACE will contact you with the final count and cost, based on your selections.

SORT ORDER

(Sequence in which the information is sorted. There is no additional fee for these sorts.)

- By zip code (the most popular sort option).
- Alphabetical by state.
- Alphabetical by person (last name).
- Alphabetical by institution.
- Add tracking code: _____

(Note: To assist your in-house lists management, we can assign an alphanumeric code—up to 6 digits of your choice—to print on each address. One code per list. DO NOT USE NACE AS PART OF THE TRACKING CODE.)

NACE Mailing List Order Form



SORT ORDER *Continued*

State Sort Option—\$75. Complete this section only if not requesting all states.

States

<input type="checkbox"/> Alabama	<input type="checkbox"/> Illinois	<input type="checkbox"/> Montana	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> Alaska	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Arizona	<input type="checkbox"/> Iowa	<input type="checkbox"/> Nevada	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Tennessee
<input type="checkbox"/> California	<input type="checkbox"/> Kentucky	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Texas
<input type="checkbox"/> Colorado	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Utah
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Maine	<input type="checkbox"/> New York	<input type="checkbox"/> Vermont
<input type="checkbox"/> Delaware	<input type="checkbox"/> Maryland	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Virginia
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> Florida	<input type="checkbox"/> Michigan	<input type="checkbox"/> Ohio	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Georgia	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Oregon	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Idaho	<input type="checkbox"/> Missouri	<input type="checkbox"/> Pennsylvania	

BILLING

Name _____
Title _____ Organization _____
Street _____
City _____ State _____ Zip _____
Business Phone _____ E-mail _____

PAYMENT

Charge to: Visa Mastercard American Express Discover

Card No. _____

Security No.* _____ Expiration Date _____

*For Visa, Mastercard, and Discover cards, the security code is the last 3-digit number located on the back of your card or above your signature line.
For an American Express card, it is the 4-digit number on the FRONT above the end of your card number.

Name as it appears on credit card bill _____

Signature (Required) _____ **Date** _____

By my signature, I authorize payment in full for the total listed above and agree to the terms and conditions listed below.

NACE Mailing List Order Form



DELIVER TO

Name _____

E-mail _____

List is provided in Excel format and delivered via e-mail.

COMPLETE ORDER – REQUIRED SIGNATURE

I have read and agree to the List Rental Agreement.

Signature Title _____

Name _____ Date _____

Organization _____

This must be signed by the end user, not a broker or agency.

RETURN SIGNED FORM TO

NACE, Attn: Silke Burry

62 Highland Ave, Bethlehem, PA 18017

sburry@naceweb.org, 610.625.1022

LIST RENTAL AGREEMENT

1. The List Renter promises and unconditionally agrees that with regard to all rentals of the NACE (List Owner) mailing List(s), that the List Renter or his agents, employees, contractors shall not disclose, transfer, duplicate, reproduce, or retain in any form all or part of the List(s). The List(s) represents specific, unique, secret, confidential, and unpublished data and material.
2. The List Renter promises and unconditionally agrees that NACE or the name National Association of Colleges and Employers shall not appear in any part of the mailing piece, and/or cover letters or any materials accompanying mailer/promotion piece.
3. The List(s) is rented for a one-time use, and said use shall be solely and exclusively for the agreed specific merchandise or service described in the sample mailing piece. NACE shall have the ability to withhold permission for any reason it deems appropriate, in its sole discretion. The List Renter is allowed to use the List(s) for a single mailing solely. The List Renter is allowed to use the List(s) in merge purge for the purpose of eliminating duplicate mailing names. List Owner makes no warranties as to the accuracy of the List(s).
4. List Renter agrees to submit to List Owner for its approval, in the form proposed to be mailed prior to List Renter's use of the List(s), all materials to be mailed by List Renter to the names on the List(s). List Renter shall not mail or otherwise provide to the names on the List(s) any materials that have not been previously submitted to and approved by List Owner. The List Renter agrees not to use the purchased List(s) to distribute periodicals. Failure of the List Renter to adhere to these provisions shall constitute a breach of this Agreement and shall discharge List Owner from any further performance hereunder.
5. In using the List(s), List Renter agrees not to duplicate, reproduce, or copy the List(s) in any form or by any means, not to transfer, sell, loan, or otherwise provide the List(s) to any other person or entity except as necessary to carry out the single use for which the List(s) is being licensed. List Renter shall not retain the List(s) or any portion thereof after the mailing which is the subject of this Agreement and agrees to require any third parties to delete the List(s) upon completion of the single use for which it has been licensed. The List Renter may not enhance its house file or any other file by using the names, addresses, or any other information, where specific or inferred, obtained from the List(s). Retention of the List(s) for coding enhancement, analysis, or any other purpose is prohibited.

NACE Mailing List Order Form



LIST RENTAL AGREEMENT *Continued*

6. The List Renter, or its service organization, may not use any method to detect, alter, or eliminate decoy names.
7. The List Renter, or its service organization, may not retain change of address information on List(s) obtained prior to, or expressly for, a given mailing; nor may a List Renter, or its service organization, employ an address correction request program on List(s) for the purpose of retaining the information derived from the program.
8. The List Renter, or its service organization, may not add e-mail address to the List(s), nor use it for e-mail solicitations.
9. The List Renter, or its service organization, may not manipulate merge purge to give improper weight to any List(s).
10. The List Renter is authorized to use merge purge operation for the sole purpose of eliminating duplicate names and addresses.
11. List Renter shall not enhance the List(s) with additional information, other than standard merge purge match coding, nor tag computer records with information related to or derived from the List(s).
12. If, after the List Owner shall have sent the List(s) to the List Renter, or its designee, the List Renter uses or suffers its agents, employees, contractors or anyone else who shall be given access to the List(s) by the List Renter to use the List(s) contrary to the provisions of this Agreement, the List Renter shall be held unconditionally responsible for any and all damages sustained by the List Owner including, but not limited to, all costs and reasonable attorneys fees related to litigation. The List Renter also consents to the entry of an order enjoining any use of the List(s) in violation of this Agreement to prevent further and continuing damage.
13. It is understood and agreed that the List(s) that have been rented have been and will be monitored to prevent improper and unauthorized use of the List(s) by a combination of one or more methods of computer control and/or planted and/or varied names and addresses or combination of these and other methods, to all of which the List Renter consents and agrees.
14. The List(s) rented will be selected according to the specifications of the List Renter Order. List(s) should be carefully checked before use for any apparent discrepancies. No adjustments will be made after List(s) has been mailed by the List Renter. Under no circumstance shall List Owner be liable for loss of profits or for special, consequential, exemplary damages resulting from use of the List(s) supplied by List Owner.
15. With respect to canceling orders, it is understood that the List Renter must cancel orders in writing or by phone, confirmed by e-mail, to NACE. Orders canceled after the List(s) has been sent must be paid in full. List Renter shall not disclose the List Owner as the source of the List(s) or identify the List Owner in any manner in relation to List Renters use of the List(s). List Renter shall take all steps necessary upon rental of the List(s) to prevent the unauthorized use or disclosure of the List(s) to any third party and ensure that all terms of this Agreement are adhered to by List Renters employees, agents, representatives and brokers.
16. List Renter shall indemnify, defend, and hold harmless List Owner, its officers, directors, employees, and agents, and each of them, from any and all claims, actions, causes of action, demands, or liabilities of whatsoever kind or nature, including judgments, interest, attorneys' fees, and all other costs, fees, expenses, and charges which the List Owner, its officers, directors, employees, and agents, and each of them, may incur arising out of any act or omission on the part of List Renter or any third party to which the List(s) is distributed in the performance or breach of this Agreement.
17. In the event it becomes necessary for List Owner to initiate legal action to enforce its rights under this Agreement, including but not limited to enjoining any use of the List(s) not authorized by this Agreement on the part of List Renter or any third parties to which List Renter distributes the List(s), List Owner shall be entitled to recover from List Renter, in addition to such amounts or other relief as may be awarded at law or equity, all revenues earned by or related to List Renter's or any third party's use of the List(s), and List Owner's attorneys fees and costs. This Agreement represents the final agreement between the parties, and all negotiations both prior and contemporaneous are merged herein.
18. The List Renter may not assign any rights granted hereunder, and any such assignment without the List Owner's prior written approval shall be null and void.
19. Terms of payment are thirty (30) days from invoice date. List Renter must pay for gross names supplied unless specific net name payment terms have been agreed upon in writing by List Owner and List Renter.