

MAILING LIST RENTAL AGREEMENT

Date ordered: _____ Date needed by: _____

Mailing labels are hereby requested for the following cities, counties, or zip codes:

Labels are **.10 per label** plus a **\$25.00 administrative fee** per order. Two weeks notice is required. If the labels are needed in less than two weeks from the date the order is received in this office a **“rush” fee of \$30.00** will be charged in lieu of the \$25.00 administrative fee. This rush fee includes second day air mail charges. Sales tax (8.25%) must be included if a tax exempt certificate does not accompany the order.

Payment must be accompanied with this request in order to process labels.

Cost of labels	\$ _____
Administrative fee	\$25.00
Rush fee	\$ _____
	Subtotal \$ _____
8.25% sales tax (enclose tax exempt certificate if exempt)	\$ _____
	Total amount enclosed \$ _____

I (we) agree to purchase mailing labels from the National Association of Social Workers/Texas Chapter for the designated cost. I (we) further agree that the names and addresses of NASW members will be used for this one time mailing purpose and will not be copied or re-used in any way whatsoever by anyone having access to them in the handling/ mailing process or by anyone in this organization. I (we) further agree to attach to this order a copy of the brochure or other material which I (we) intend to mail using the NASW/Texas Chapter labels.

Name & title of person placing order: _____

Name of Organization: _____

Street Address _____ City, State, Zip _____

Phone number _____ Fax number _____

Payment information:

Visa Mastercard Discover

Name as it appears on card _____

Card # _____ Expiration date _____

3 digit code _____ Email _____

Please make check or money order payable to NASW/Texas

Check or money order enclosed for the amount of \$ _____

For NASW/TX use only
Date received: _____
Total amount received \$ _____
Check # _____
CC approval # _____
Date Sent _____
Processed by _____

NASW/Texas 810 W. 11th St. Austin, TX 78701
Phone: 512.474.1454
Fax: 512.474.1317
www.naswtx.org
naswtex@naswtx.org