



THE RESEARCH FOUNDATION
The State University of New York

EMPLOYEE MAILING LIST

VENDOR LETTER OF AGREEMENT

This agreement must be signed and completed by each vendor who intends to mail benefit plan material directly to Research Foundation employees. Please sign and return to: The Research of SUNY, Benefits Development Office, PO Box 9, Albany, NY 12201-0009.

We hereby certify to The Research Foundation of SUNY that we understand and agree that:

- the employee name and address file that will be provided to us is the exclusive and valuable property of The Research Foundation of SUNY;
- that it is of a highly confidential nature and for the approved mailing purpose only, as described below:

- that we will not copy or otherwise duplicate this list in any way, or allow any third party to do so;
- that we will not make this list available to any other person, firm, or organization;
- that this list will not be used to enhance any other files by using the names, addresses or any other information, whether specific or inferred, obtained from this list;
- that we will be held unconditionally responsible for any and all damages sustained by unauthorized use of this list, including but not limited to all costs and reasonable attorneys' fees related to litigation, if our company, its agents, employees, contractors or anyone else who is given access to this list does not abide by the provisions set forth in this agreement.

Signature: _____

Printed name: _____

Title: _____

Company: _____

Date: _____