

# EMAIL MESSAGE REQUEST FORM

List Name or General Description: \_\_\_\_\_

Describe the segments or selections from the list you want to receive your email message:

\_\_\_\_\_

Quantity to be transmitted: ☐ all available ☐ US only ☐ maximum of \_\_\_\_\_ records

Setup costs & options for email transmissions (*these are in addition to the published base price for the list*):

**Required:** ☒ \$100 for each setup

☒ \$50 per thousand names transmission fee

**Optional:** ☐ \$25 per tracking report (optional)

☐ \$100 rush turnaround in 3 days or less

☐ \$100 per additional test after 2 tests

☐ \$100 host images

☐ \$100 personalization

☐ \$100 per additional setup

☐ \$200 run mailer's suppression list

Email messages to conference lists must be prepaid before the message is transmitted.

You will be alerted if prepayment is required on this pending order.

Once a test has been submitted and you cancel, there is a \$100 fee.

MGI must receive your sample message\* contents, ready to transmit as HTML and/or text.

Message sample is: ☐ Attached to this order form ☐ Will follow no later than 5 days before requested transmission date

Bill to: ☐ Mailer who is identified below ☐ List Broker: \_\_\_\_\_

☐ Send me a credit card payment form for MasterCard, Visa, or American Express. ☐ I will mail a check.

Who is the **SENDER** of this email message?

Your display name will be: **FROM** \_\_\_\_\_

*The mandatory active email for bounces will be noreply@mgilists.net*

Your subject line will be: \_\_\_\_\_

Organization/Company Name \_\_\_\_\_

Bill to the Attention of \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

\* Your message contents must include your organization's **complete physical address**.

**TEST MESSAGE.** MGI and you—the sender—will receive and *must approve* a test message before the email message is cleared to transmit. Specify up to maximum 5 email addresses to receive and approve the test message (*Tests go out immediately prior to your selected delivery date. If you will be traveling then, tell us who can approve the test if you are not available*).

CBrecht@MGILists.com \_\_\_\_\_ @ \_\_\_\_\_

What is your **DESIRED EMAIL TRANSMISSION (DELIVERY) DATE**:

\_\_\_\_\_



A division of Marketing General Incorporated  
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Return this completed request form to:

**Listmanager2@MGILists.com**

fax 703.549.0697 attn Candy Brecht

phone 703.706.0383