



ORDER FORM

Forms can be electronically filled out and emailed to lisamfisher@verizon.net

REQUESTOR: _____
COMPANY/FIRM: _____
ADDRESS: _____

REQUEST DATE: _____
PHONE: _____
FAX: _____
E-MAIL: _____

SAMPLE MAILING PIECE: Please provide your **complete** sample mailing piece.

→ No. of Pages _____ Has Mailing Piece Been Printed Yet Yes or No
→ Postal Class for your mailing: 1st Class 2nd Class 3rd Class

NEED LABELS BY: _____ MAIL DATE: _____

PRICING:

Labels on Disk/E-mail Transfer @ \$235/M* Printed Labels @ \$260/M* (specify if Barcode & CASS Certification is necessary) [*Cost per 1,000 names. The above prices do not include shipping and sorts.]

SPECIAL SELECTIONS: Attach list if necessary (specify max.). Number of Records Requested _____

State / Zip Code (can also do radius searches)/ Country (\$20/M)
 Industry (\$15/M) Business Addresses Only (\$10/M)
 Occupation (\$15/M) Add Titles to Output (\$10/M)
 Chapter/SIG (\$20/M) _____ (Indicate) Add Key Code (\$10/M) _____
 PMP Status (\$20/M) _____

Prices are subject to change without notice *Sort charges are subject to change if search is extensive.

MEDIA:

CD-ROM (ASCII) (\$30 F) UPS Next Day (\$35) UPS 2 Day (\$20) Other (Indicate)
 E-mail Transfer (ASCII) (\$50 F)

Pressure Sensitive Labels Cheshire Labels – 4 up (44 labels/page)

Fill in info below only if you are ordering printed labels.

Approx. Weight of Mailing Piece _____ Print Indicia on Label Yes or No
Do You Have a Permit # at Post Office Yes or No Spine Size _____
 Letter Size (folded) Reg. Size (8 1/2 X 11) Magazine Size (10 X 7/8) Postcard
 UPS Next Day (\$50) UPS 2 Day (\$30) Other (Please Indicate) _____

METHOD OF PAYMENT: Prepayment Required for First-Time Orders.

(please circle) MC/ Visa/ Amex # _____ Exp. _____ Name on Card _____
 Or Bill To: _____ (For repeat clients.)

POLICIES

- ◆ Complete Sample Mailing Piece required along with specific mailing date. Orders cancelled after mail date are payable in full.
- ◆ All orders are to be prepaid in U.S. Dollars and accompanied by executed Letter of Agreement.
- ◆ All orders are shipped via UPS Next-Day unless otherwise requested.
- ◆ Rush orders processed within two working days for an additional \$100 charge (please indicate).
- ◆ Cancellations after order is in progress or prior to mail date are subject to a \$75 cancellation fee.
- ◆ No refunds or exchanges on unused lists.
- ◆ 5000 names **MINIMUM ORDER**

SHIP TO

MAILER'S INFORMATION
First 3 Digits of Your Mailing Location (ZIP Code)

Name of Promotion

LIST RENTAL AGREEMENT & GUARANTEE



Project Management Institute
Global Operations Center
Four Campus Boulevard
Newtown Square, PA 19073 USA
www.pmi.org

This letter confirms our understanding regarding the rental of all lists ordered from the Project Management Institute (PMI) headquartered at Four Campus Boulevard, Newtown Square, Pennsylvania 19073 USA. By signing this contract, we agree to the terms on the Order Form and List Rental Agreement.

All names and addresses are the exclusive and valuable property of PMI and are of a highly confidential nature. The List Renter will not disclose, transfer, duplicate, reproduce, or retain in any form or manner whatsoever all or any portion of the said mailing list(s), nor permit any third party, agent, client, employee, or contractor or their respective agents and employees to do so.

The List Renter agrees that the list will not be used for telemarketing or personal contact. On completion of this one-time mailing, the list renter agrees to destroy or return to you all magnetic disks, and to destroy all unused mailing labels, letters, envelopes, and other type of printed matter that contains names and addresses supplied by PMI.

A complete sample mailing piece for this order is attached for review and approval by PMI. It is understood that PMI is entitled to refuse this order at its discretion. List Renter also agrees that PMI has the right not to rent its list(s) if List Renter has violated usage in any way in the past. The sample mailing piece must adhere to PMI's Advertising Policy. Proper trade/registration/service marks must be used. Before accepting the sample, PMI has the right to ask for revisions in order to comply with its Advertising Policy.

The list rented is limited to a **one-time** use by the List Renter for the purpose stated in the sample mailing piece provided for this order. Orders cancelled prior to mail date are subject to a cancellation fee of \$75.00, plus running and sort charges. If names are not mailed within 30 days of the mail date, and no extension has been mutually agreed upon, PMI has the right to revoke permission to use the names and request their return. Orders cancelled or not used after mail date are still payable in full.

The one-time only use of the list(s) shall be limited solely and exclusively to the agreed-upon offer as described on the order form or sample mailing piece provided with the order. The List Renter agrees to use neither PMI's name nor any PMI product name(s) in their promotion without prior written permission from PMI. The List Renter in no way acquires ownership or rights to further usage of the list(s) or the names. PMI is not commercially endorsing or promoting any product or service.

If List Renter or any of those referred to above, who shall be given access to the list(s), shall use the list(s) contrary to the provisions of this Agreement, the undersigned shall be unconditionally responsible for all costs and litigation expenses, including attorneys' fees, incurred by this unauthorized use.

The List Renter understands that any merge/purge drops are already figured into the base price of the list and that all adjustments to invoices after being processed by PMI will not be honored. **CV Reports are not accepted.** Full invoice amount is due. **When invoiced, the List Renter/Broker agrees to make full payment to PMI for the list(s) rental(s) within 30 days of mail date.**

The List Renter understands that the list(s) are 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. The List Renter consents and agrees to the use of any or all of such methods. Any unauthorized uses of list will result in applicable fines and/or legal action.

The Undersigned agrees that this Agreement is being entered into Newtown Square, Pennsylvania, and that in the event any litigation arises as a result of a breach of this Agreement, the courts located in Delaware County, Pennsylvania, shall be a proper venue for such litigation and shall have personal jurisdiction over the undersigned.

Renter Firm Information

Company _____
Contact _____
Address _____
City/St/Zip _____
Phone/Fax/E-Mail _____

Signatures

For Renter _____
Dated _____
For Broker _____
Dated _____
Broker Company _____

PMI List Manager Signature/Title _____

Project Management Institute

Datacard

Description

The extraordinary growth of project management and the number of practitioners around the world is due in great part to the world's largest not-for-profit association serving the project management profession—the Project Management Institute (PMI®). Since its founding in 1969, PMI has grown to be the organization of choice for individuals around the globe who work or are interested in project management. PMI represents members worldwide actively advancing the project management profession. Membership in PMI and earning the Project Management Professional (PMP®) certification credential helps individuals demonstrate their value to any organization competing in today's fast-paced global marketplace.

The Institute establishes project management standards, advances the body of project management knowledge, and offers world-renown, best-of-class seminars and educational programs. In addition, the PMP certification is the world's most recognized and globally accepted credential in the project management professional and one that more and more organizations desire for their project leaders and their teams. PMI is the premier organization serving those working in project management in all industries including engineering, aerospace, utility, financial services, telecommunications, construction, pharmaceutical, automotive, and IT, to name a few.

Net membership growth has exceeded over 30% annually since 1995, with over 236,000 members represented in over 125 countries. The current majority of PMI members are from the United States (75.92%), Canada 10.95%, and 14.13% outside the United States and Canada.

There are over 168 Chapters, 25 chartered SIGs, 10 potential SIGs, and 2 Colleges. More information about PMI can be found at www.pmi.org.

Selects

There are more than 150,000 active members available for rent. (PMI has more than 300,000 members, but the preceding number represents those members who have opted in.) Selects include occupation (\$15/M), industry (\$15/M), chapter & SIG (\$20/M), city, state, and ZIP (\$20/M), and PMP status (\$20/M). Please contact Lisa Fisher for a specific count request. Title fields can be provided for \$10/M. Keycoding is also available for \$10/M.

Pricing

The base price is \$235/M (thousand), unless otherwise stated. You get the most up-to-date files in zip code sequence, for a one-time usage per order. For reuse inquiries, please contact LisaMFisher@verizon.net. The minimum order is 5000 names, unless otherwise agreed upon. Minimum can be waived for an additional fee. Broker commission is 20% of base price. Any merge/purge drops are already figured into the base price of the list and any adjustments to invoices after being processed by PMI will not be honored.

Shipping and Handling

Email transfer is \$50.00; Next-day UPS is \$35.00; Second-day UPS is \$20.00. Shipping charges for printed labels will be billed at cost, plus a \$10.00 handling fee.

Time Required & Special (Rush) Processing

5-10 working days from the time it is received is the usual time required to process a PMI membership list request. For orders requiring less than 5 days, special (RUSH) processing is available for an additional \$100.00.

Payment

Prepayment for ALL first-time orders is required. Thereafter, payment terms are net 30 days from the invoice date to customers with a continuing

use of PMI's list. Prepayment deposit may be required on any order and is always required on initial orders from new clients unless a satisfactory D&B credit rating is available. Business or personal check as well as MasterCard, Visa, & American Express credit cards are accepted.

Cancellations

All orders cancelled after the mail date are payable in full—no exceptions. Orders cancelled prior to production are subject to a \$75.00 cancellation fee. Orders cancelled after production are subject to a running charge of \$10/M, format charges, shipping charges and a \$75.00 cancellation fee. PMI reserves the right to revoke permission to use the names and request their return.

Formats

CD-ROM or Email transfer

This format allows you to generate mailing labels and personalized letters. Excel spreadsheet or text file in comma delimited, sequential or fixed-field format. Email transfer is \$50.00 and CD-ROMs are \$30.00—plus shipping & handling. Magnetic tape and Diskettes are not available.

Cheshire Labels

4-across, east-west. Produced on continuous forms, 44 to a page. Ungummed, unperformed—can be affixed only by machine. Each label is 3.44" x 1". Base price of names is \$260/M. All Cheshire labels are bar coded and CASS certified.

Pressure Sensitive Labels

Peel off wax-paper backing; stick on. Dimensions are 1" x 2 5/8". Can be either hand or machine affixed. Best label format for small runs or in-house mailings. Base price of names is \$260/M. Bar coding and CASS certified are available, please specify.

Usage Information

No list furnished by PMI may be used by anyone other than for the confidential use of the original mailer as stated in the signed Letter of Agreement. Lists furnished are to be used for a one-time mailing only, unless reuse or unlimited use is agreed to between the mailer and PMI. All lists are seeded with decoy names to protect against unauthorized use; violators will be prosecuted.

Postal/Mailing Requirements

All lists, unless otherwise specified, are produced in zip code sequence and ready for bulk rate, third class or first class mailings. Bar coding is available on printed labels.

Limits of Liability

PMI rents its membership list of only those members wanting to participate on the mailing list for lawful purposes only and expressly forbids the use of PMI lists in any unlawful manner. List is not to be used for telemarketing, personal contact, or to be stored in a database.

Sample Mail Piece

A complete sample mailing piece is required for approval before order can be processed. The one-time use is limited solely and exclusively to the agreed upon offer as approved. The sample mailing piece must adhere to PMI's Advertising Policy regarding PMI's intellectual property. Proper trade/registration/service marks must be used. Before accepting the sample, PMI has the right to ask for revisions in order to comply with its Advertising Policy.