Mailing Labels Terms of Use

NEMA makes its membership mailing list available to its institutional and business members, to promote educational opportunities, services, or products that may be of interest to our members.

- **Lists are provided for one-time use only, if this is abused membership will be revoked.**
- Please refrain from mailing fundraising, political, or religious solicitations.
- Mailings that reference NEMA or use the logo must be reviewed and approved by NEMA staff.
- Mailing lists contain member names and addresses – no phone numbers or email addresses are provided.
- Targeted mailing lists can be generated to suit your business or institutional needs, allowing you to focus your mailing on members whose location, job description, and/or professional interests suit your purposes. Call Scarlett at the NEMA Office for more information, 781-641-0013.
- A full mailing list includes approximately 2,000 names; some are beyond the New England region. Please consider utilizing the targeted list option to reduce unnecessary mailings our members receive.
- **The processing fee is waived for the first list generated for you each year.** The fee for additional lists in one year is 20 cents per name, with a minimum of $20. The list is provided in Excel format.
- Pre-printed self-adhesive labels can be provided for an additional cost of 15 cents per label. There is no charge for shipping costs when ordering pre-printed labels.
- All orders must be prepaid or accompanied by a purchase order. Please allow two weeks for processing.

To order a list, write to Scarlett Hoey, Manager of Membership and Development, at scarlett.hoey@nemanet.org and include this form.

__ I would like this Excel list emailed to me  __ I would like this list mailed to me as pre-printed labels.

I, the undersigned, understand that this request is for the one-time use of NEMA’s mailing list. This one-time use is for the sole purpose outlined above. I agree that I will not copy, scan, or duplicate this list. I understand that after using this list, if I wish to publicize any additional activities to the NEMA membership I must make a new request and follow the appropriate procedures.

Institution/Company__________________________________________________________
Contact Name_______________________________________________________________
Contact Email_______________________________________________________________
Phone________________________________________

Authorizer Name________________________________________
Title________________________________________
Signature________________________________________
Date________________________________________