



# American Society of ExtraCorporeal Technology

## Mailing List Order Guidelines

### Rental Guidelines

1. Lists Available
  - a. Membership (US only, with or without international, with or without students)
  - b. Most recent annual meeting registrants
  - c. Sorts by zip and alpha
2. Formats
  - a. Disk in ASCII or Excel format
  - a. E-mailed to you in ASCII or Excel format
  - b. All may have key code for extra fee

### Ordering Requirements and Restrictions

1. Lists are available for **one-time use only by purchaser** and may not be reproduced, reused, or resold, in any form or manner. Purchaser must sign statement on order form.
2. Addresses are the members' preferred mailing address. Phone numbers, fax numbers and e-mail addresses are not available.
3. All orders must be in writing on the enclosed form and all sections must be completed. At least one sample of the mailing piece must be provided for approval before list(s) are forwarded. No changes may be made to the mailer without permission from AmSECT.
4. Purchaser will be billed at the time the order is mailed or (e-mailed) and full payment is due within fifteen (15) days of order placement. Direct mail agencies may be requested to provide advanced payment. Failure to receive payment in a timely fashion may preclude future use of any list and a collection will be instituted. Purchaser is subject to late fees in the event full payment is not received by the due date.
5. Lists to be used for surveys require approval of the survey content, to include any letter of introduction.
6. The Society reserves the right to refuse list rental orders.
7. Use of a Society list in no way constitutes approval of the content of the mailing.
8. The Society shall not be liable for any loss or damages incurred through the use of a list and does not guarantee results from the use of any list.

### See Attached Form

### Assure That Your Message Reaches the Perfusion Specialty Community

- Mailing List Updated Daily
- Fast Service



