

**MAILING LISTS SALES PROGRAM
ORDER FORM**

Requesting Organization:

Date: _____ Purchase Order No.: _____
Name: _____
Organization: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Ship To:

Name: _____
Company: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

List requested:

- CBA Full Membership w/students
- CBA Full Membership w/o students
- YLS membership only
- Chicago Loop Only
- Other: _____
- Committee(s):
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____

Additional committees may be listed on the back.

Required Information:

Date Wanted: _____
Note: requests processing & delivery is approximately 10-12 working days

Purpose of Mailing: _____

List Format:

- Avery Labels
- Diskette (ASCII Format)
- E-mailed file

Shipping & Handling (List is sent first class mail.)

- Full List (Labels) \$15-20
- Partial List (Labels) \$5-10
- E-mailed file \$5
- Diskette \$5
- Fed. Exp./UPS: Bill to Customer (circle one)

Please return this completed form along with the signed purchase agreement and a sample of your mailing to:



**THE CHICAGO BAR ASSOCIATION
LIST SALES**

321 South Plymouth Court
Chicago, IL 60604-3997
Phone: 312.554.2132
Fax: 312.554-9843

For internal use only:

List Quantity: _____
Disk/Labels: \$ _____
List Cost: \$ _____
Shipping: \$ _____
Total Cost: \$ _____

Special Instructions: Consolidate Lists Do Not Consolidate

**THE CHICAGO BAR ASSOCIATION
MAILING LIST PURCHASE AGREEMENT**

1. CBA mailing lists may be sold only for activities which are not competitive with CBA. Mailing lists requests are usually approved for law related programs or activities (i.e., legal workshops, legal seminars, legal publications)
2. Reference to CBA is not allowed in connection with the use of sold lists. Exceptions are made when the mailing involves a pre-approved CBA sponsored or co-sponsored event.
3. Lists for CBA activities have a timing preference over sold lists.
4. Lists will not be provided for the promotion of alcoholic beverages, firearms, pornography or tobacco. Lists may not be used in connection with any fund raising effort, political activity or lobbying effort. CBA lists may be used only for mailing purposes and may not be used for telephone or personal contact.
5. All list requests must include a sample of the mailing piece. The sample should include exact copy of the actual mailing piece. The CBA in its sole discretion may decline to approve any part or all of such matter for mailing.
6. An approval for a specific request does not automatically carry over to subsequent requests.
7. Purchaser may use any CBA list for an approved use only one time. Purchaser will not copy the list or any portion thereof or extract or retain any information therefrom. Purchaser will not at any time permit any CBA list information to pass into the hands of any other person, association, organization or company. Any prohibited use by purchaser shall constitute a material breach of this Agreement.
8. Purchaser agrees to forward to CBA within 30 days following receipt, any letters or other documents (or copies thereof) containing complaints by CBA members regarding the purchaser's mailing, the matter transmitted therein, or the offered product or service.
9. CBA charges for use of its lists do not include sales, use, excise or similar taxes. Consequently, in addition to the standard charge, the amount of any present or future tax applicable to the sale of the list or data will be paid by purchaser, or in lieu thereof, purchaser will provide the CBA with a tax exemption certificate acceptable to the taxing authorities. Cancellations before mail date are \$50.00 plus additional running charges and shipping fees.
10. CBA will make every effort to meet scheduled delivery but will not be liable for any failure to meet requested or scheduled dates.
11. Purchaser will hold CBA harmless against any damages or claim or damage, costs and reasonable attorney fees, arising out of any actual or alleged impropriety or illegality of mailed matter, or infringement or trademark, trade name or copyright belonging to others.
12. For material breach of this Purchase Agreement, purchaser will be liable to CBA for all damages (plus reasonable attorney fees, court costs and expenses, including expenses incurred in investigation) and loss of income.
13. All requests must be submitted in writing and must include the following:
 - name of requesting organization or company
 - purpose of mailing & sample of mailing piece
 - completed order form
 - signed list purchase agreement

Please complete, sign and return this form to:

**The Chicago Bar Association, Attn: Mailing List Services
321 South Plymouth Court, Chicago, Illinois 60604-3997
Telephone: 312.554.2132 • Fax: 312.554.9843**

Company/Firm: _____

Name/Title: _____

Authorized Signature: _____

Phone No. (____) _____ Date: _____

***This completed form must accompany your written request to purchase a CBA mailing list.**