

# NPWH Mailing List Request Form

## Guidelines are as follows:

- We require **PREPAYMENT** for all orders. We accept checks or credit card payments (MasterCard, Visa, Discover, or American Express). **Lists will not be sent until payment is received.**
- The NPWH Mailing list is available for use, if approved, for one-time use only.
- The fee is **\$8,000** for our full mailing list of approximately 30,000 names and addresses.
- We will also provide sections of the list at a rate of **\$0.27** per name (**see below for options**).
- The list is provided electronically (emailed). It can also be provided on CD-ROM or pressure sensitive labels (**additional charges for labels, see below**). CD-ROM/labels can be sent via FedEx if your account number is provided, otherwise it will be sent first-class.
- We believe the addresses on our list to be accurate but we cannot guarantee its accuracy or the outcome of the mailing.
- **To purchase our list, please fax, email or mail a sample copy of your mailing along with a signed copy of this contract to NPWH, Attn: Carol Wiley, 505 C Street, NE, Washington, D.C. 20002; email: [cwiley@npwh.org](mailto:cwiley@npwh.org); Fax: 202-543-9858. Please allow one week for us to process your request once payment is received.**

## Requestor Information:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

List Delivery Email (if different from above email): \_\_\_\_\_

Prepayment by credit card - Check one:  MasterCard  Visa  Discover  American Express

Credit Card Number: \_\_\_\_\_ Expires (mm/yyyy): \_\_\_\_\_

Name on Credit Card (please print): \_\_\_\_\_

**Media Type** (Check only one):  EMAIL  CD-ROM

**Sort Order:** (Check only one):  Alpha Order  Zip Code Order

Pressure Sensitive Labels (additional charge of \$100 if ordering **full** list on labels, \$40 additional fee for all other orders on labels). **FedEx #:** \_\_\_\_\_

## Please indicate your list preference (please check one):

\_\_\_\_ Full main list; Approx. 30,000 names (Cost \$8,000)      \_\_\_\_ Active Membership; Approx. 2,500 names (Cost \$.27 per name)

## Additional preferences for partial list orders if applicable:

\_\_\_\_ Individual States from  Full main list  Active Membership

Which States: \_\_\_\_\_

I, the undersigned, agree that if my organization's request to purchase the NPWH mailing list is approved, it will be used by my organization on a one-time basis only.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Please fill out this page if purchasing pressure sensitive labels or CD-ROM and mailing address is different from address on page 1.*

Please send labels/CD-ROM to the following address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Note:** All orders will be sent first class unless you provide your FEDEX number on page 1 under Media Type.

For questions regarding mailing list, please contact:

Carol Wiley  
NPWH  
505 C Street, N.E.  
Washington, D.C. 20002  
[cwiley@npwh.org](mailto:cwiley@npwh.org)  
Phone: 202-543-9693 ext. 4  
Fax: 202-543-9858

