

AOTA List Rental Service Order Form

Check appropriate boxes in each section below:

Products

- Pressure-Sensitive Labels
 CD
Specify: ASCII comma de-limited Excel
 E-mail Transfer
Specify: ASCII comma de-limited Excel

Category

- Occupational Therapists (OT)
 Occupational Therapy Assistants (OTA)
 Occupational Therapy Students (OTS)

Geographical

- US and Foreign
 US only (includes Puerto Rico)
 State(s) Specify:

If requesting a portion of a state or states, please list ZIP code prefix (first 3 digits) ranges below.
Limit 6 ranges per order.

1. _____ - _____ 3. _____ - _____ 5. _____ - _____
2. _____ - _____ 4. _____ - _____ 6. _____ - _____

Other Selection Criteria

- Special Interest Section(s)
Specify: _____
 Other
Specify: _____
 Key Code
Specify: _____
 Random Select
Specify: _____

When ordering several selections (i.e., Special Interest Sections, member categories or states), labels will be run as one order. If separate lists are requested, billing will be done as separate orders and fees will be assessed at the current rates.

Sequence

- Numeric ZIP* Alphabetical
* U.S. Postal Service prefers ZIP sequence for large mailings

Shipping/Handling Requirements

- 72 hr. turnaround (\$25 plus overnight shipping cost)
 Economy (Standard shipping)
 Second Day
 Next Day
 Federal Express FE# _____
(If FE# is supplied, only handling charge will appear on invoice.)

Bill to

Name _____
Institution _____
Street _____
City _____
State/ZIP _____

Ship to

(no post office box numbers, please)

Name _____
Institution _____
Street _____
City _____
State/ZIP _____

Purchaser's Phone () _____

Purchaser's Fax () _____

Contact Person _____

Contact E-mail _____

Planned Mailing Date _____

Purchase Order Number _____

(If required by your facility for payment)

Attach a sample mailing piece. Orders will not be processed without a draft or final copy.

Mail or fax order form, signed rental agreement, and a sample of the mailing piece to:

**The American Occupational Therapy Association
List Rental Service
4720 Montgomery Lane, PO Box 31220
Bethesda, MD 20824-1220**

Phone (800) 877-1383, ext. 2749 Fax (301) 652-1046

Prices are subject to change without notice.
All orders are final.

Prices effective January 2008

AOTA® The American
Occupational Therapy
Association, Inc.