



INSTRUCTIONS FOR ORDERING ICE'S MAILING LIST

Thank you for your interest in ICE's mailing list. Please review the instructions below and complete the attached Mailing List Request Form. For questions, contact ICE at 202-367-1165 or info@credentialingexcellence.org.

1. All list rental requests must be made in writing by completing the attached Mailing List Request Form.
2. Sample mail piece specifying the product or service to be promoted must be included with the list rental request. The list may not be used in connection with any communication which, in the opinion of ICE, would tend to mislead, misinform, or deceive or which is distasteful in content or presentation. ICE in its discretion (which it agrees to reasonably exercise) may disapprove any part or all of such matter for mailing.
3. The list renter must sign agreement complying with all terms of this policy, and include a signed copy with list rental request.
4. Requests shall be limited to a one-time use only for the product or service approved. The list renter shall not copy, store, or reproduce the rented list in any manner or medium, nor allow such action to occur nor transfer the rented list to any other entity or person except for the purposes of the one-time mailing or approved re-use. User follow-up by telephone or personal contact to a response to a mailing is not a prohibited use. **All use or reproduction outside that approved for the one-time mailing is strictly prohibited and violators of this provision will be prosecuted and further list rental requests from them will be denied.**
5. Allow seven working days for review of request and delivery of labels. Labels will be sent to the list renter via Federal Express 2-Day Service.
6. Electronic lists can be sent to your mail house via email. They will not be sent directly to the list renter company.
7. List renter agrees to the rates outlined in the Mailing List Request Form. Payment is required at time of request and will be returned for any request that is denied.
8. ICE will exchange lists with nonprofit associations without charge when ICE also desires use of the nonprofit association's list and the lists or list segments are of substantially similar size. All conditions of this agreement shall apply to list exchanges.
9. This policy and agreement shall be administered at the sole discretion of ICE's Executive Director or his/her designee.
10. User agrees to forward to ICE within ten (10) days following receipt any letter or other documents (or copies thereof) containing complaints by ICE members regarding the user's mailing, the matter transmitted therein, or the offered product or service.
11. For any breach of this Agreement, the List Renter shall be liable to ICE for all damages, including reasonable attorney's fees, costs, and expenses, including expenses incurred in investigation, and loss of income.

Return Request Form, Sample Mailing, and Payment to:
ICE, 2025 M Street NW, Suite 800, Washington DC 20036
T – 202-367-1165 F – 202-367-2165 E – info@credentialingexcellence.org

ICE MAILING LIST REQUEST FORM

Agreement of Terms

I, the undersigned and afore mentioned list renter, understand that the ICE mailing list is to be used only for the purpose stated and only with materials previously submitted to and reviewed by the Association.

Signature of List Renter

Print Name

Company Name

Address, City, State, Zip

Telephone Number

E-mail Address

Rates

Indicate your selection by checking a box below:

ICE's Membership List (approx 600 contacts)

- \$50 - Member Rate for Printed Mail Labels (Name, Organization, Address)
- \$100 - Member Rate for Electronic Format (Name and Email address)
- \$300 - Non-Member Rate for Printed Mail Labels (Name, Organization, Address)
- \$400 - Non-Members Rate for Electronic Format (Name and Email address)

ICE's Database List (approx 1500 contacts)

- \$300 - Member Rate for Printed Mail Labels (Name, Organization, Address)
- \$350 - Member Rate for Electronic Format (Name and Email address)
- \$550 - Non-Member Rate for Printed Mail Labels (Name, Organization, Address)
- \$650 - Non-Members Rate for Electronic Format (Name and Email address)

If you indicated an electronic copy for purchase, please provide the following information for your mail house:

Contact Name: _____

Email Address: _____ Phone: _____

Payment Information:

Payment by: Visa MasterCard Check Total Amt: _____

Name on Credit Card: _____

Credit Card #: _____ Expiration Date: _____

Signature: _____ Date: _____

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