

List Rental Service **Order Form**

Check appropriate boxes in each section below:

Products

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

Category

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

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 with area code _____

Purchaser's Fax with area code _____

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) 652-7711**

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

Prices effective June 2010

AOA does not provide e-mail addresses.