

## MGI Postal Mailing List Rental Order Form

List Name or General Description: \_\_\_\_\_

What total quantity of names do you want?  All Available  U.S. only  maximum of \_\_\_\_\_

Here or on separate sheet define criteria to select your names from the overall file:  
\_\_\_\_\_

Purchase Order Number or Identification for this order: \_\_\_\_\_

Key Code to identify your records:  Package (no charge)  Per record (additional \$8/M)

**What is your mail date? \_\_\_\_\_ Do you need the list earlier? If so, when? \_\_\_\_\_**

List Delivery:  Fulfill by email in Excel file (**fee required on each order = additional \$85**)  
 Provide NCOA certificate (**optional; additional \$125**)  
 Rush handling (less than 3 business days)=\$50 on postal lists; \$100 on email orders

Fulfill to:  Email Address: \_\_\_\_\_

Bill to: Organization Name: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Payment Method:

- Check (payable to Marketing General Inc., my check will arrive before my order releases.)
- Send me a **separate form** for credit card payment by Visa, MasterCard or American Express.  
**(Do not provided CC details on this form- we will ask for it at a later date)**
- My company rents through MGI Lists frequently, please bill me.

**Mailing lists for Direct Mail usage only, unless other use approved in advance by list owner.**

- Unless provided or approved by list owner, phone or fax numbers may not be appended.
- Emails may be transmitted by MGI on behalf of a mailer, but no email addresses are shipped to mailer.
- Email addresses may not be appended unless approved by owner.

MGI believes the data contained within this list to be correct, but cannot guarantee the outcome of any mailing. In no event will MGI's liability exceed the cost of the list. List rentals are for one time use only.



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