



ILLINOIS STATE BAR ASSOCIATION

PURCHASE OF ISBA MAILING LISTS GUIDELINES

The Illinois State Bar Association mailing labels are available for a **one-time** use provided the proposed mailing is consistent with existing Association policies as listed on the Mailing List Limited Use Agreement form. Sample materials will be reviewed with a decision as to whether or not to provide the mailing list. The ISBA reserves the right to refuse to rent its lists at its sole discretion.

Rates:

Member	11¢ per label
Non-Member	15¢ per label

Received As:

Excel Document	No extra charge
Cheshire Labels	\$5 additional per thousand
Pressure Sensitive Labels	\$10 additional per thousand

The minimum label order charge is \$100. Shipping charges are in addition to label cost as are requests for rush jobs and requests that require complex programming.

Requests must include the following information:

1. Completed Mailing List Limited Use Agreement form
2. Shipping preference – UPS, Priority Mail or Federal Express*
3. Sample of the mailing piece you will be sending to our members

* Labels are ordinarily shipped via UPS. For faster delivery please provide your Federal Express account number.

Orders for labels will be processed as quickly as possible with delivery time ranging from five to 15 days. ISBA is not responsible for shipping delays.

For further information, please call Nancy Vonnahmen at 800-252-8908 ext. 1437 or via e-mail at nvonnahmen@isba.org.

USE OF THIS MAILING LIST PROHIBITS MENTION OF OR ANY REFERENCE TO THE ILLINOIS STATE BAR ASSOCIATION