



Southern Nursing Research Society

4400 College Blvd, Ste 220, Overland Park, KS 66211
(303) 327-7548 or (877) 314-SNRS (7677) Fax (913) 222.8606
E-mail: info@snrs.org Website: www.snrs.org

Email Blast/Mailing List Rental Policy

ORDERING INFORMATION

The Southern Nursing Research Society accepts requests for use of SNRS memberships for commercial programs and products relevant to nursing research science, which will advance members' professional knowledge.

- **The cost of the mailing list is \$500 plus a one-time set up fee of \$50.00** on the terms and conditions contained in this Agreement. The second use of the list (when purchased at the same time) will be available for 50% of the original rate.
- The mailing list will be sent in electronic label format (excel). The SNRS mailing list contains only members' mailing address information. It does not contain phone numbers or email addresses.
- If email blast is requested, the email blast will be sent via the SNRS Constant Contact account and administered by SNRS staff.
- A copy of the material being sent must be sent to the SNRS Executive Office along with this order form. All materials must be approved by the SNRS Executive Office before the list will be sent out. If final copy is not available, a draft copy will be accepted with the understanding that the final printed material or email will not differ significantly.
- Upon review of the submitted material, the list will be emailed within two-three weeks of your request (due to review & processing time). Payment is required with application. No Purchase Orders are accepted.

MAILING LIST RENTAL POLICIES

Mailing list rental is to be used only for the intent and the material previously submitted and approved by SNRS.

- The mailing list provided is for a one-time use only. Upon acceptance of the list, purchaser agrees to use the list once for the specified mailing only, within 30 days of receipt, and to abide by copy restrictions. Each purchase is a separate contract between SNRS and the user.
- The list may not be reproduced in any manner, either in part or in whole. All lists and information therein are confidential and at all times are and remain the sole property of SNRS and in no event shall the renter divulge to anyone, make copies of or use same in any way. This information cannot be stored in electronic media, computer database, or any other form, in whole or in part. All salutations must be general and not individualized.
- Although SNRS shall make every effort to keep its lists up-to-date, SNRS makes no guarantee as to the number of undeliverable, and existence or number of undeliverable shall not in any way constitute a material breach of this agreement by SNRS or entitle renter to offset of damages.
- Failure to adhere to the conditions established by SNRS for the use of its mailing list may result in legal action. Such misuse will render the user liable for all damages to SNRS which arise out of litigation, attorney fees, court costs and expenses incurred due to misuse.
- User agrees to forward to SNRS within ten (10) days following receipt, any letter or other documents (or copies) containing complaints by SNRS members regarding the user's mailing, the matter transmitted in the mailing, or the offered product or service.
- The request for rental of SNRS mailing list constitutes your agreement to adhere to the above policies.

Should you have any questions, please contact the SNRS Executive Office at 913-222-8666.

HOW TO PLACE AN ORDER

Submit the following to the SNRS Executive Office via email, fax or mail:

1. Payment
2. Order Form
3. For email blasts: Text of email blast in Word document*, photos/logos in JPG or PNG format. A proof will be emailed for approval before distribution.
For mailings: Electronic sample of mailing piece for approval (Word document or PDF)*

***DISCLAIMER:** When SNRS approves the content of e-blasts or mailing pieces, it does not check or correct the spelling or grammar of the submitted material. It is the responsibility of the purchaser and/or requestor to provide material that is grammatically and orthographically correct and otherwise free of errors

SNRS EMAIL BLAST/MAILING LIST RENTAL FORM

I have read and agree to adhere to the mailing label rental policies of SNRS.

Signature: _____ Date: _____

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Anticipated Mailing Date: _____

What is the content of the mailing? _____

What is the purpose for the mailing? _____

How many mailings are involved? _____

Payment Method:

Check Enclosed (made payable to SNRS) Amount of Payment: _____

Credit Card: Visa MasterCard American Express Discover

Credit Card #: _____ Exp. Date: _____

Signature: _____ Date: _____

PAYMENT MUST BE INCLUDED WITH ORDER. NO PURCHASE ORDERS WILL BE ACCEPTED.

SAMPLE OF MAILING MUST BE INCLUDED WITH COMPLETED POLICY AND ORDER FORM.

THANK YOU FOR YOUR ORDER!

AFTER SNRS's RECEIPT OF MATERIALS TO BE SENT PLEASE ALLOW TWO-THREE WEEKS FOR REVIEW, PROCESSING AND DELIVERY.