



American String Teachers Association
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RENTAL LABEL AGREEMENT

Names and addresses (Only) are available to Institutional and String Industry Council members at \$.12cents each or all others at \$.18cents each, and may be used for a one-time mailing only. **The National Office reserves the right to deny any mailing request, which does not serve the goals and purposes of ASTA. A sample of your mailing must accompany this order.** *Estimates and orders are processed once WEEKLY. Please allow a minimum of two weeks for processing and receipt of labels/file. A RUSH fee of \$50 applies for faster processing requests.* This agreement must be signed & returned before we can provide estimates or process an order. Files or labels are released only after full payment is received. Provide credit card information below or mail check to address above, attn: label orders. Orders are subject to VA sales tax. There is a \$25 order minimum.

I have read the above and agree to the following conditions:

- These label(s)/file(s) will be used for ONE MAILING ONLY. *Contact office to make arrangements for a multi-use mailing*
- These label(s)/file(s) will NOT be reused or reproduced or transferred to others for any purpose, including the creation of a permanent electronic record or multi-use database.
- These label(s)/file(s) will NOT be sold, resold nor exchanged with any other person, firm, or corporation.
- Confirmation of the mail drop date of any materials mailed from this order will be provided to ASTA within a month of the mailing date.

In the event that the terms of this agreement are violated, I will be responsible for all damages resulting from such violation(s).

Signature _____ Name printed _____ Company _____

Date signed _____ Estimated drop date (mailing date) _____

LABEL ORDER CRITERIA

Check criteria in each underlined category (May be revised after estimate. Photocopy this form for multiple estimates):

MEMBER CATEGORIES: Individuals (Professional, Senior, Dual, Life) Students (K12-Higher Ed)

REGION:

Canada Other foreign countries Entire USA **OR** State(s) (AZ, PA etc) _____

PROF TEACHING LEVEL(S): Higher Ed Multi-School High School Middle/Jr High Elementary Private Studio Performer AND/OR

INSTRUMENT(S): All Violin Viola Cello Bass Guitar Harp Brass Percussion Woodwind Piano

LABEL OR FILE SORT ORDER: Zip Code Alphabetical by Last Name

FORMAT: Self-Adhesive Labels to be mailed **OR** Excel file to be emailed to _____

SHIPPING/HANDLING: *If ordering self-adhesive labels, add* \$5.00 for US first class mail *or* \$10.00 for US priority mail.
 If ordering more than 500 Self-Adhesive Labels, additional charge for printing marterials will apply.

PROCESSING TIME: Normal (1-2 weeks) RUSH (2-3 days) add \$50 *Call office for availability*

CONTACT INFO

Name _____
 Address _____
 City _____ State _____ Zip _____
 Telephone _____ Fax _____
 Contact Email _____

Labels/files are only released upon receipt of full payment.

_____ **Call with Estimate** _____ **Proceed as is**
 Paying by _____ Visa or _____ MasterCard _____ Check
 Credit Card Number _____
 Expiration Date _____
 Signature _____

 For Office Use Only

Shipped/Emailed _____ Label Count _____ Cost\$ _____ +Ship/RUSH _____ = Total _____

Order/Filename _____ Payment Received _____ Payment Type _____