

For ACE Members Only

Mailing List/Label Order Form

Updated weekly, ACE's mailing list enables you to contact college and university presidents and chancellors by name, or other administrators by any title you specify.

The fee for the ACE mailing list (or any subset) is \$500. All orders must be prepaid. Incomplete and/or unsigned orders cannot be processed until all required items are received. Normal processing time for hard copy labels is 10 business days. Rush orders are processed in three business days and shipped via overnight mail for an additional \$50 fee.

Order Procedure

- Print form from ACE web site (www.acenet.edu) to your local printer.
- Fax/mail back signed, completed form and **a sample of your intended mailing**. ACE reserves the right to review your sample prior to accepting your order. The mailing list is only for educational/informational mailing purposes for ACE members and is not to be used for marketing or recruiting. No order will be processed without the payment and sample.
- Submit payment by credit card, check, or purchase order.
- Please call (202) 939-9340 to confirm receipt of this form.

Order Information

List/label format (check one):

- 3-up Cheshire labels (machine-affixing)
- 3-up Gum labels (peel and stick)
- Flat list (hard copy spreadsheet)
- Electronic file format

List/label characteristics (check all that apply):

- ACE members (approx. 1,800)
- All accredited institutions (approx. 5,600)
- All accredited, degree-granting institutions (approx. 3,650)
- Public Private Two-year Four-year

List/labels addressed to (check one):

- President and/or Chancellor by name
 - Other administrator by generic title
- Title _____

List/label sequence (check one):

- Zip code order (*unless otherwise specified*)
- Alpha by state/institution name
- Alpha by CEO last name
- Alpha by institution name

Check regions or circle individual states:

- All 50 states and Puerto Rico
- Northeast Region: NJ, CT, VT, MA, RI, NH, ME, NY, PA, DE, MD, DC
- Southeast Region: VA, WV, NC, SC, KY, TN, MS, AL, GA, FL, LA, AR, PR
- Midwest Region: MI, IN, OH, IL, MO, IA, MN, ND, SD, NE, KS
- West Region: WA, MT, OR, ID, WY, AK, CA, HI, NV
- Southwest Region: TX, NM, AZ, CO, UT, OK

Name _____

Title _____

Org/Inst _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

ACE label fee \$500.00 _____ \$500.00

Postage and handling \$10.00 (for hard copy labels only) _____

Additional rush fee \$50.00 (for hard copy labels only) _____

DC residents add 5.75% sales tax _____

Total _____

Form of payment:

- Check (Check # _____)
- Purchase order (P.O. # _____)
- VISA American Express MasterCard

Name on Card: _____

Card #: _____

Expiration Date: _____

Signature: _____

I understand that this order(s) is for one-time use of the ACE mailing list only. List/labels may not be reproduced or resold in any way. The electronic mailing list may be shared with a mailing house only for use in the approved mailing. The mailing house must not retain a copy of the list after completing the mailing.

Signature: _____

Please mail or fax your completed order form and a sample copy of mailing to:
Membership Services, American Council on Education, One Dupont Circle NW, Washington, DC 20036-1193.
Fax (202) 833-4760. For more information, call (202) 939-9340, or e-mail membership@ace.nche.edu.