

## Mailing List Order Form

*\*\*Orders must be prepaid\*\**

### Contact Information

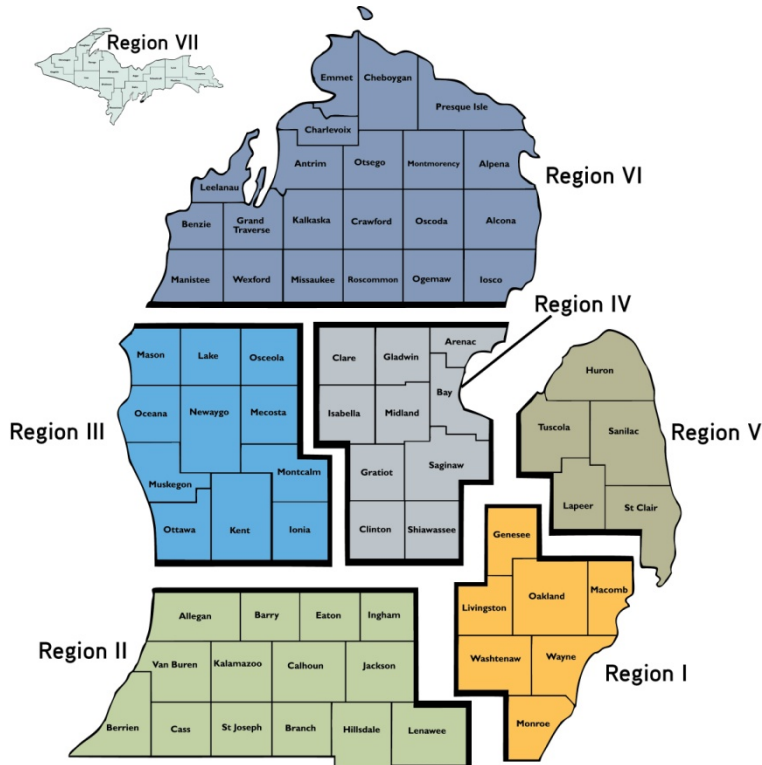
Name:	Title:
Municipality/Company Name:	
Address, City, State, Zip:	
Phone:	Email:
Tax Exempt ID:	

### Order Information

Product Name	Description	Cost
<input type="checkbox"/> Digital Mailing File	Includes set-up fee and the first 500 labels. Basic file includes title (Mr./Ms./Dr.), first name, last name, suffix (Jr./Ph.D/ III), municipal job function, municipality, mailing address, city, state, and zip code. File is sent via email.	\$400
<input type="checkbox"/> Adhesive Mailing Labels	Includes set-up fee and the first 500 labels. Label includes title (Mr./Ms./Dr.), first name, last name, suffix (Jr./Ph.D/ III), municipal job function, municipality, mailing address, city, state, and zip code.	\$500
<b>For Internal Use – a League representative will contact you upon receipt to discuss the exact needs of order.</b>		
<input type="checkbox"/> Additional Digital Uses    QTY:	Digital files may be used for one mailing only. Additional uses may be leased for \$100.	\$
<input type="checkbox"/> Additional Digital Records    QTY:	\$0.40 per additional record beyond 500	\$
<input type="checkbox"/> Additional Digital Fields    QTY:	\$20.00 per additional field (i.e. population, county, # of employees, form of government, etc.)	\$
<input type="checkbox"/> Additional Label Copies    QTY:	Labels are for one mailing only. Additional copies may be leased for \$125 if ordered with original set of mailing labels	\$
<input type="checkbox"/> Additional Mailing Labels    QTY:	\$0.40 per additional label beyond 500	\$
Comp Reason:	Comp Amt:	\$
<b>Total Cost:</b>		<b>\$</b>

MML Regions to Include (see map on page 2)	Counties to Include	Population Ranges
<input type="checkbox"/> All MML Regions	1)	<input type="checkbox"/> All Cities and Villages
<input type="checkbox"/> Region I (Southeast)	2)	<input type="checkbox"/> 50,000 to 100,000
<input type="checkbox"/> Region II (Southwest)	3)	<input type="checkbox"/> 20,000 to 49,999
<input type="checkbox"/> Region III (West/Central)	4)	<input type="checkbox"/> 10,000 to 19,999
<input type="checkbox"/> Region IV (East/Central)	5)	<input type="checkbox"/> 5,000 to 9,999
<input type="checkbox"/> Region V (Thumb)	6)	<input type="checkbox"/> 2,500 to 4,999
<input type="checkbox"/> Region VI (Northern Lower Peninsula)	7)	<input type="checkbox"/> 1,000 to 2,499
<input type="checkbox"/> Region VII (Upper Peninsula)	8)	<input type="checkbox"/> under 1,000

City / Village Title or Position		
<input type="checkbox"/> Mayor	<input type="checkbox"/> Attorney	<input type="checkbox"/> Economic Development Director
<input type="checkbox"/> Village President	<input type="checkbox"/> Assistant / Deputy Attorney	<input type="checkbox"/> Community Development Director
<input type="checkbox"/> Councilmember / Trustee	<input type="checkbox"/> Fire Chief	<input type="checkbox"/> Planning Commissioner
<input type="checkbox"/> Commissioner	<input type="checkbox"/> Police Chief	<input type="checkbox"/> Planning Director
<input type="checkbox"/> City / Village Manager	<input type="checkbox"/> Public Safety Director	<input type="checkbox"/> DDA Director
<input type="checkbox"/> City / Village Administrator	<input type="checkbox"/> Public Works Director / Public Services Supt.	<input type="checkbox"/> Bldg Inspector / Official / Code Enfor.
<input type="checkbox"/> City / Village Superintendent	<input type="checkbox"/> Utilities Director / Supt. / Manager / Foreman	<input type="checkbox"/> Zoning Administrator
<input type="checkbox"/> Deputy / Assistant Manager	<input type="checkbox"/> Engineer	<input type="checkbox"/> HR / Human Relations Director
<input type="checkbox"/> Clerk	<input type="checkbox"/> Water	<input type="checkbox"/> Labor Relations
<input type="checkbox"/> Deputy Clerk	<input type="checkbox"/> Sewers / Wastewater / Stormwater	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Elections	<input type="checkbox"/> Solid Waste/Garbage	<input type="checkbox"/> Risk Management Director
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Electric Utility	<input type="checkbox"/> Mgmt Information Systems Director
<input type="checkbox"/> Deputy Treasurer	<input type="checkbox"/> Recycling Coordinator	<input type="checkbox"/> Purchasing Agent
<input type="checkbox"/> Finance Director	<input type="checkbox"/> Public Transportation	
<input type="checkbox"/> Budget Director	<input type="checkbox"/> Streets / Roads	
<input type="checkbox"/> Comptroller / Controller	<input type="checkbox"/> Parks & Recreation Director / Supt. / Manager	
<input type="checkbox"/> Auditor	<input type="checkbox"/> Public Housing	
<input type="checkbox"/> Assessor	<input type="checkbox"/> Public Information	



**Payment Information (orders must be prepaid)**

<input type="checkbox"/> Check Enclosed (payable to the Michigan Municipal League)	<input type="checkbox"/> Credit Card (VISA / MasterCard / American Express)
Credit Card #:	
Card Expiration Date:	CSC #:
Name on Card:	
Cardholder Signature:	
If paying by check, mail payment and order form to Michigan Municipal League PO Box 7409 Ann Arbor, MI 48107-7409. If paying by credit card, fax to the League's secure fax line at 734-669-4223.	

**Conditions of Lease**

1. The Michigan Municipal League retains all rights of ownership with respect to the mailing lists and labels, subject to this agreement.
2. All lists are furnished on a lease basis for one mailing only and may not be copied, reused or used by anyone other than you. The rights conferred under this agreement may not be assigned to any third party. Duplicate sets may be leased for an additional charge if requested and paid at the time of the original order.
3. The Michigan Municipal League reserves the right to refuse to lease mailing lists that would be used to mail materials the League considers unsuitable or for any reason deemed not in the best interests of the Michigan Municipal League or its member municipalities.
4. Non-governmental businesses wishing to lease a MML mailing list must be enrolled in the Michigan Municipal League's Business Alliance Program. Contact Allison Gotelaere at 734-669-6331 for more information.
5. A copy of the material to be mailed (or proposed copy if the material is not yet printed) MUST be included with each order request.
6. If the mailing is for a meeting or conference, the dates and location of the event and the tentative program must be included along with an indication of the city and village officials you wish to attract.
7. Orders must be prepaid by check or credit card.

**Acknowledgement**

By completing this Mailing List Order Form, purchaser agrees to abide by all rules and conditions of lease described on this form.

Purchaser Signature: \_\_\_\_\_