



ATLA Direct Mailing List Order Form

Item	Price (USD)	Total
Individual Mailing List*	\$175	
Institutional Mailing List*	\$175	
Combined Mailing List*	\$250	
E-mail Mailing List	\$300	
Total due:		

* Please include a sample copy of your promotional mailing

Key Contact Name

Prefix First Last

Position Company

Address

City State Zip Code

Phone ext. Fax

E-mail address Web site address

Email Mailing List Specifications & Instructions

- Images should be hosted on your own server
- Our email software is Constant Contact and they have specific guidelines when adding HTML to their software. Please take a look at their site to make sure your HTML files follow their rules (<http://support2.constantcontact.com/articles/SupportFAQ/2878>).
- E-mail memberrep@atla.com the following information:
 - HTML and text (if applicable) files
 - Preferred email delivery date
 - Subject line
- A draft of the e-mail will be sent to you for your approval

Method of Payment • U.S. Currency Only

- Check (payable to ATLA in U.S. currency, drawn on a U.S. bank)
- Visa/MasterCard/American Express

Card # CVVC/CVCz# Expiration date

Name as it appears on card Signature

Prepayment is required for all orders

By submitting this form, I understand that the files(s) that I have ordered from the American Theological Library Association (ATLA) are the exclusive property of ATLA and can be used for the one-time mailing. The data can not be reproduced or distributed to any other parties or used for another mailing without ATLA's written permission and/or authorization and payment of an additional fee.

Submit PDF

or

Mail

Fax

E-mail

Attention: Member Programs Department ATLA 300 S. Wacker Dr. Suite 2100 Chicago, IL 60606-6701	312.386.9337	memberrep@atla.com
---	--------------	--