

The Bar Association of San Francisco

Mailing Label Order Form

San Francisco/Northern California Attorneys

These lists are of lawyers practicing primarily in the city and county of San Francisco.

Source: The Bar Association of San Francisco membership database

CODE	PRACTICE AREA	COUNT
ML-PA1	Administrative Law	22
ML-PA2	Alternative Dispute Resolution	218
ML-PA3	Antitrust & Trade Regulation	168
ML-PA4	Banking & Finance Law	36
ML-PA5	Bankruptcy	189
ML-PA6	Business & Commercial Law	1028
ML-PA7	Constitutional Law	47
	Corporate Law Department (See Other Lists)	
ML-PA8	Criminal Law	397
ML-PA9	Discrimination and Civil Rights	889
ML-PA10	Elder Law	29
ML-PA11	Entertainment, Sports Law	55
ML-PA12	Environmental Law	392
ML-PA13	Estate Planning, Probate and Trust	490
ML-PA14	Ethics & Professional Responsibility	371
ML-PA15	Family Law	382
ML-PA16	Government Agencies, Policies and Programs	100
ML-PA17	Health and Healthcare Law	63
ML-PA18	Immigration & Naturalization Law	119
ML-PA19	Insurance Law	189
ML-PA20	Intellectual Property Law	465
ML-PA21	International Law	144
ML-PA22	Labor and Employment Law	1162
ML-PA23	Litigation & Appeals	1343
ML-PA24	Medical Malpractice	26
ML-PA25	Personal Injury	93
ML-PA26	Professional Malpractice	64
ML-PA27	Real Estate Law	524
ML-PA28	Science & Technology Law	41
ML-PA29	Securities Law	187
ML-PA30	Taxation	264

If multiple, related practice areas are selected we will eliminate duplicates in the final count and only charge per unique name.

CONTACT:

Leonard Lun, 415-782-9000 x8709



THE BAR ASSOCIATION OF
SAN FRANCISCO

CODE	OTHER LISTS	COST	COUNT
ML-SF1	All BASF members	\$1,450	8,220
ML-BR1	All Barristers: Members in their first ten years of practice	\$750	3,133
ML-CL1	Corporate Law Departments	\$295	250
ML-MP1	Managing Partners	\$1095	1,454

Note: These lists are sold as packages and not by individual name. They may not be added to yearly total count of names purchased.

Pricing*

NAME COUNT	PRICE PER NAME
1-200	\$1.00
201-500	\$.90
501-1000	\$.80
1001-2000	\$.70
2001 +	\$.60
25% Discount to BASF members	
\$35 Minimum Charge	

*Over the course of the same year, if multiple label orders are made, we will add previous orders to the total count of names ordered and then charge the lower rate for subsequent orders. We will not credit payments from previous orders. Therefore, if in May an order for 200 names is placed and then another 300 ordered in July, the additional 300 will be priced at the 201-500 rate of \$0.90 per name. However, the previous order of 200 will remain at \$1.00 per name and there will be no credit for that previous order.

Please note: Each order will have several extra names on it that are used for verification purposes. You will not be charged for these names.

Ordering, Label Options and Payment Information on the reverse side.

Ordering

To process a label order we need;

- A signed agreement acknowledging that the use of each list is for one time only (We track all orders to identify multiple use in violation of the signed agreement.)
- This completed order form
- A sample of what it is to be mailed
- Pre-payment of the order (credit will be given if the de-duping process results in fewer names)

An order will not be processed until the four requirements listed above are satisfied.

* Sale of the membership mailing list, or portions thereof, to any particular buyer is subject to approval by The Bar Association of San Francisco.

Label Specifications Options

1. How do you want to receive your excel spreadsheet? Lists Merged (duplicates removed) OR Lists Separated
2. Do you prefer the spreadsheet to be in zip code sequence or alpha sequence? Zip Code Sequence OR Alpha Sequence

- Currently lists are sent as an Excel spreadsheet
- Please allow up to two weeks processing time, there is a \$25.00 fee for rush orders

Payment Options

- Pay by check Check # _____ Amount \$ _____
- Pay by credit card (MasterCard, VISA or American Express accepted) Credit Card#: _____
3-4 digit Security Code: _____ Expiration Date: _____ Cardholder Signature _____

Requested By

Name _____ Organization _____

Phone _____ Fax _____ Contact Email: _____

Email for delivery ((If different from above): _____

Address: _____ City, State, Zip _____

Signature: _____

- Did you sign and include the one-time use agreement?
- Did you include a sample of what it is to be mailed?

Sending Payment

Please fax the completed form, agreement, and sample of what is to be mailed to 415-477-2388, or email to llun@sfbar.org.

If mailing payment, please send it along with a copy of this form and sample to The Bar Association of San Francisco, Attention: Leonard Lun, 301 Battery Street, Third Floor, San Francisco, CA 94111.

A \$25.00 fee will be charged for rush orders, changes, or cancellations after the order has been completed.

FOR OFFICE USE ONLY

Date received: _____	Date delivered: _____	How delivered: _____	Number of names sold: _____
Types of lists: _____		Sold by: _____	
<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit:		Client: _____	
Payment: check #: _____	Credit Card: Y/N	iMIS ID #: _____	