

The Bar Association of San Francisco

Mailing Label Order Form

Please circle which list(s) you would like to purchase.

CODE	PRACTICE AREA	COUNT
ML-PA1	Administrative Law	19
ML-PA2	Alternative Dispute Resolution	170
ML-PA3	Antitrust & Trade Regulation	143
ML-PA4	Banking & Finance Law	25
ML-PA5	Bankruptcy	142
ML-PA6	Business & Commercial Law	877
ML-PA7	Constitutional Law	35
	Corporate Law Department (See Other Lists)	
ML-PA8	Criminal Law	345
ML-PA9	Discrimination and Civil Rights	564
ML-PA10	Elder Law	27
ML-PA11	Entertainment, Sports Law	40
ML-PA12	Environmental Law	354
ML-PA13	Estate Planning, Probate and Trust	440
ML-PA14	Ethics & Professional Responsibility	236
ML-PA15	Family Law	335
ML-PA16	Government Agencies, Policies and Programs	75
ML-PA17	Health and Healthcare Law	42
ML-PA18	Immigration & Naturalization Law	96
ML-PA19	Insurance Law	174
ML-PA20	Intellectual Property Law	403
ML-PA21	International Law	127
ML-PA22	Labor and Employment Law	961
ML-PA23	Litigation & Appeals	1198
ML-PA24	Medical Malpractice	20
ML-PA25	Personal Injury	89
ML-PA26	Professional Malpractice	51
ML-PA27	Real Estate Law	469
ML-PA28	Science & Technology Law	26
ML-PA29	Securities Law	164
ML-PA30	Taxation	230

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

CODE	OTHER LISTS	COST	COUNT
ML-SF1	All BASF members	\$1,450	8,225
ML-BR1	All Barristers: Members in their first ten years of practice	\$750	3,445
ML-CL1	Corporate Law Departments	\$295	250
ML-MP1	Managing Partners	\$1095	1,495

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
15% Discount to Agencies/Small Businesses	
25% Discount to BASF members	
\$35 Minimum Charge	

*Over the course of 2009, 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.



THE BAR ASSOCIATION OF
SAN FRANCISCO

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.

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 415-782-8994, or email to advertising@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: David Bergman, 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 #: _____	