



**American Society of  
Ophthalmic Registered Nurses**  
Specialists in Eye Care

## **GUIDELINES FOR ORDERING MAILING LABELS**

The American Society of Ophthalmic Registered Nurses is comprised of approximately 1000 members residing in the United States and abroad. Please note that membership numbers vary throughout the year. Mailing labels are available for purchase on a **one-time usage basis**. Additional information regarding mailing label orders appears below:

### **Advance Planning**

Although most orders are shipped within less than two weeks, there are specific times during the year when ASORN must adhere to its policy of 4-6 weeks for delivery.

### **Placing An Order**

Orders can be placed by telephone, fax or by written order. The order will be placed immediately, but will not be shipped until the signed agreement, sample mailer and payment are received at ASORN headquarters.

### **Fee Structure**

The fee structure is outlined below. **Payment must be received prior to shipment of the order.**

ASORN Corporate Members - Varies  
Non-profit Organizations - \$150  
For-profit Organizations - \$600

### **ASORN Members**

Mailing Labels will be supplied to ASORN members at no cost for use in local chapter activities or activities relating directly to ASORN National or approved by ASORN National.

### **Review of Mailer**

A sample of the intended mailer must be approved by ASORN prior to release of the mailing labels. Please forward a sample as soon as possible to expedite your order. An ASORN staff member will contact you if there are any concerns regarding the mailer.

### **Label Selections**

Pressure sensitive labels printed three-across or Electronic file (e-file) and sorted alphabetically or by zip code. There is no price reduction for partial orders.

### **Shipment**

Orders will be shipped first-class mail. Overnight mail shipments can be accommodated only if the purchaser provides ASORN with a Fed Ex account number or a credit card to cover the mailing costs.

Questions regarding this information should be directed to the ASORN Office at the address and phone number listed below. ASORN's mailing labels are licensed for a one time use only. Any other or additional use constitutes copyright infringement.



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## ASORN Mailing Label Order & User Agreement Form

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I agree to adhere to ASORN's one-time usage policy. I understand that I may use this list one time for the purpose for which I have received approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Label Format

\_\_\_\_ 3-up Pressure Sensitive

\_\_\_\_ Electronic file (Excel spreadsheet)

### Sort Order

\_\_\_\_ Alphabetical Order

\_\_\_\_ Zip Code Order

**Shipping** *(Although most orders are shipped within less than two weeks, there are specific times during the year when ASORN must adhere to its policy of 4-6 weeks for delivery.)*

\_\_\_\_ First Class Mail (no charge)

\_\_\_\_ Fed Ex (charged to recipient's account)

\_\_\_\_ Priority Overnight    \_\_\_\_ Standard Overnight    \_\_\_\_ 2-Day

Fed Ex Acct or Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

### Payment

Amount Enclosed    \_\_\_\_ \$150 (non-profit)    \_\_\_\_ \$600 (for profit)    Other \_\_\_\_

\_\_\_\_ Check payable to ASORN

\_\_\_\_ Visa    \_\_\_\_ Mastercard

CC# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

### Ship Labels To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail (for electronic file): \_\_\_\_\_

**Be sure to enclose the following when placing your order:**

- ✓ Completed Order Form
- ✓ Payment
- ✓ Copy of your Mailing Piece

**Send to:** ASORN • P.O. Box 193030 • San Francisco, CA 94119  
Phone: (415) 561-8513 Fax: (415) 561-8531