



Order Form

Please fill out this order form. Print it, and then either scan and E-mail it to info@act1lists.com, or Fax it to 781-639-2733, or mail it to:

ACT ONE LISTS

237 Washington Street
2nd Floor
Marblehead, MA 01945-3334

A representative will contact you with the total cost of your list order.

Ordered By:

<i>Name</i>	
<i>Title</i>	
<i>Organization</i>	
<i>Street Address</i>	
<i>Address (Cont.)</i>	
<i>City</i>	
<i>State/Province</i>	
<i>Zip/Postal Code</i>	
<i>Country</i>	
<i>Phone</i>	
<i>FAX</i>	
<i>Email Address</i>	
<i>Offer</i>	
<i>Mail Date</i>	

Ship To: (if different than ordered by)

<i>Name</i>	
<i>Title</i>	
<i>Organization</i>	
<i>Street Address</i>	
<i>Address (Cont.)</i>	
<i>City</i>	
<i>State/Province</i>	
<i>Zip/Postal Code</i>	

Having trouble filling out the form? Contact us at (800)ACT-LIST (228-5478), or submit your incomplete form and an ACT ONE LISTS representative will call you with the information you need!

<i>Country</i>	
<i>Phone</i>	
<i>FAX</i>	
<i>Email Address</i>	

***Please send a sample mailing piece or telemarketing script for all response & subscriber lists.**

Name of List	Order Quantity

Base Price:

- Base Price - One Time Use
- Base Price - One Year Unlimited Use

Additional Selections:

- Category
- Business Contact Name
- Telephone Number
- Telephone Number
- Fax Number
- Employee Size
- Sales Volume
- Executive Function/Title
- Specialty Function/Area
- Teacher/Professor Specialty
- Primary or Secondary SIC Code
- Headquarters/Branch Location
- New Business
- Demographics (Age/Income/Gender/Etc.)
- Ethnicity
- Home Address
- Title Addressing
- Key Coding

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- Carrier Route Pre-Sorting
- Split Charge
- Merge Charge
- Bar Coding/Bag Tags
- Other Selections

Geographical Selections:

- Entire U.S.
- Nth Select
- State
- Pick a Province
- SCFs
- Zip/Postal Codes
- Counties

Formats:

- Cheshire Labels
- Pressure Sensitive Labels
- Magnetic Tape/Cartridge
- Disk IBM 3.5"
- CD Rom
- Sheet Listing
- 3 X 5 Index Cards
- E-Mail Transfer
- Modem Transfer

Shipping/Handling:

- Standard 2-Day Delivery Minimum
- Overnight Delivery Minimum

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Payment Method:

- Check
- Money Order
- Credit Card (circle one)
(Visa Master Card Discover American Express)

- Wire Transfer

Company Purchase Order # _____

If paying by Check or Money Order, please remit your payment to:

ACT ONE LISTS
237 Washington Street
2nd Floor
Marblehead, MA 01945-3334

If paying by Credit Card, please fill out the credit card authorization form on the next page.

Please note: Payment terms are net 30 days from the invoice date to customers with a continuing use of our services. Prepayment deposit may be required on any order and is always required on the first three (3) orders from new clients. Accounts may be opened upon approval by our credit department. Business or personal checks, money orders, as well as MasterCard, Visa, American Express, and Discover credit cards, are accepted.

Signature

Thank you for your order!

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Credit Card Authorization Form

Thank you for choosing ACT ONE LISTS. We appreciate the opportunity to help you market your product(s) and/or service(s). Following, is an outline of our policies and procedures pertaining to your order. Please review, complete the bottom section, and click the "I agree" button, you will then be asked to fill in your order details.

TIME REQUIRED

One (1) to three (3) working days is the usual time required to process an ACT ONE LISTS compiled list order from the time it is received. The very best effort will be given to process and ship orders as soon as possible. For orders requiring less than the above stated time, special rush processing may be available at an additional charge of \$10.00 per thousand records (minimum \$50.00). Subscriber or mail responsive lists usually require five (5) to ten (10) working days. Seven (7) to ten (10) working days is the standard in the mailing list industry.

GUARANTEE OF DELIVERABILITY

We guarantee all ACT ONE LISTS compiled lists to be 97% deliverable. The entire list order must be mailed and all non-deliverable mail must be received by ACT ONE LISTS within 60 days of the original receipt of the list order. We will apply a credit on account, to be used towards a future order, for the actual postage amount used per piece, not to exceed the current one ounce first class postal rate, for each returned mail piece in excess of 3%. Guarantee does not apply to duplicate copies of original sets of labels, magnetic tape, disk, CD-ROM, modem or e-mail reuse(s), telephone numbers, fax numbers, or e-mail addresses.

For data ordered to be shipped via e-mail or modem, ACT ONE LISTS will transmit said order(s) to the recipient's e-mail address or telephone number provided at the time of the original sale. ACT ONE LISTS will, in no way, assume any responsibility for the recipient not being able to retrieve, or download, the data from their e-mail address, or telephone number, as provided by their internet or modem service. Once the data is transmitted from ACT ONE LISTS, recipient must assume all responsibility, and payment, for it.

DATA ACCURACY

Due to the sources of data compilation, we do not guarantee telephone numbers, facsimile numbers, e-mail addresses, or duplicate copies of lists. All data has been verified and recorded, but we cannot guarantee accuracy or usage results.

CANCELLATIONS

ACT ONE LISTS compiled list orders cancelled within 10 days of the original mail (or use) date, or after processing through a merge/purge, are payable in full. Orders cancelled prior to production are subject to a \$50.00 cancellation fee. Orders cancelled after production, and prior to 10 days of the original mail (or use) date and prior to merge/purge, are subject to cancellation charges equal to 50% of the base price and selection charges on gross names shipped plus format charges, shipping charges, and a \$50.00 cancellation fee.

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Because certain media can be copied and stored, lists delivered on disk, magnetic tape, CD-ROM, e-mail or modem, are sold for one year unlimited use only, unless otherwise authorized by an ACT ONE LISTS Mailing List Services, Inc. representative at the time of the original sale, and are not returnable or refundable.

On response and subscriber lists cancelled after the original mail date and after production, charges are determined by the list owner. Orders cancelled prior to production are subject to a \$50.00 cancellation fee.

I understand, agree to, and will be legally bound to, the above terms and hereby authorize ACT ONE LISTS to charge my credit card accordingly:

Credit Card (specify Master Card, Visa, Discover, or American Express)	
Cardholder Name (as it appears on card)	
Billing Address	
Billing Address (Cont.)	
Card Number	
Expiration Date	
Today's Date	
Your Name if different from cardholder	

I agree to the terms of this contract.

Signature

Date

(Please note: No charges will be applied to your credit card after filling out this form, Only after your order is received will charges be applied)

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