Mailing Labels/List Order Form

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Washington State Bar Association
1325 4th Ave Ste 600
Seattle, WA 98101-2539
Ken Bergenham – Phone: 206.727.8276
Fax: 206.727.8313
E-mail: kenber@wsba.org

Instructions:

1. Read the attached *Sales Agreement* and *WSBA Mailing Label Policy* statement.
2. Complete the order form / fee schedule and sign the *Sales Agreement*. (Either print the form and complete it manually or complete the form electronically using MS Word.)
3. Keep a copy for your records.
4. **Return the following items** via mail, e-mail or fax the following to **ATTN: Ken Bergenham**:
   - The original form (including the fee schedule);
   - The signed *Sales Agreement*;
   - Your complete credit card information, check or money order payable to the **Washington State Bar Association**. **PAYMENT IS REQUIRED IN ADVANCE.**
   - A sample of the materials to be included in the mailing.
5. Orders will ship within 3-5 business days from the **receipt of payment.**

Company / Organization and contact information:

Contact Name: _____ Company / Org Name: _____

Telephone #: _____ Mailing Address: _____

Fax #: _____ City, St ZIP: _____

E-mail: _____ Ship to E-mail: _____

Purpose in mailing (check one): **(Sample of materials must be enclosed with order.)**

☐ CLE Seminar: Name of Seminar: _____

Date of Seminar: _____

Approved by WA State Board of CLE? _____

☐ Other (explain): _____

Items ordered: ☐ Data File (text file) ☐ Data File (MS Excel) ☐ Peel & stick labels

☐ Other (explain):

Sort order: ☐ By zip code ☐ Other (explain):

Delivery: ☐ Send via e-mail ☐ Mail to me ☐ Call for pickup ☐ Overnight shipping

For overnight shipping: Name of overnight shipping service: _____

Bill to: ☐ WSBA ☐Customer; Customer billing acct #: _____

Payment (required in advance): ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard

Card Number: Exp. Date:

Cardholder Name (print): Signature:

Office Use Only			
	Date order shipped:		Shipment method:
	Comments:		
	Date:	Check #:	Total:

Updated: Feb 19, 2009

Prices are subject to change without notice. Last Price change: 1/1/2002

Description (E-mail addresses available for CLE events only.)	**Price**	**Total**
☐ All active members: ☐ Mailing addresses only - ☐ E-mail addresses only	$950.00	
☐ All active members in WA State: ☐ Mailing only - ☐ E-mail only	$800.00	
☐ All active members – Western WA: ☐ Mailing only - ☐ E-mail only	$750.00	
☐ All active members – Eastern WA: ☐ Mailing only - ☐ E-mail only	$200.00	
☐ All members of the WA Young Lawyers Division: ☐ Mailing only - ☐ E-mail only	$550.00	
☐ All active members – King County: ☐ Mailing only - ☐ E-mail only	$550.00	
☐ Current CLE reporting group (approx. 1/3 of membership) : ☐ Mailing - ☐ E-mail	$325.00	
☐ Both mailing addresses AND e-mail addresses for one of the above.	+$75.00	
All members in any other individual county (check all that apply): ☐ Adams ☐ Douglas ☐ King ☐ Pacific ☐ Stevens ☐ Asotin ☐ Ferry ☐ Kitsap ☐ Pend Oreille ☐ Thurston ☐ Benton ☐ Franklin ☐ Kittitas ☐ Pierce ☐ Wahkiakum ☐ Chelan ☐ Garfield ☐ Klickitat ☐ San Juan ☐ Walla Walla ☐ Clallam ☐ Grant ☐ Lewis ☐ Skagit ☐ Whatcom ☐ Clark ☐ Grays Harbor ☐ Lincoln ☐ Skamania ☐ Whitman ☐ Columbia ☐ Island ☐ Mason ☐ Snohomish ☐ Yakima ☐ Cowlitz ☐ Jefferson ☐ Okanogan ☐ Spokane	☐ **$.15** / name – mailing addresses ☐ **$.15** / name – e-mail addresses. **(CLEs only)**	
All members and/or subscribers in any specific section (check all that apply; can be used in conjunction with the choices above): ☐ Administrative Law ☐ Indian Law ☐ Animal Law ☐ Intellectual Property ☐ Antitrust / Consumer Protection ☐ International Practice ☐ Business Law ☐ Juvenile Law ☐ Civil Rights ☐ Labor & Employment Law ☐ Construction Counsel ☐ Legal Assistance to Military Personnel ☐ Corporate Law Department ☐ Litigation Law ☐ Creditor Debtor Rights ☐ Real Property Probate & Trust ☐ Criminal Law ☐ Senior Lawyers ☐ Dispute Resolution ☐ Sexual Orientation & Gender ID ☐ Elder Law ☐ Solo & Small Practice ☐ Environmental Land Use Law ☐ Taxation Law ☐ Family Law ☐ World Peace Through Law ☐ Health Law ☐ Only in counties selected above ☐ Only in:_____	☐ **$.18** / name – mailing addresses **AND** e-mail addresses. **(CLEs only)** **$50 minimum per order**	
☐ All new admittees to the WSBA since (date):	$.60 per name	
Additional services available:		
☐ Custom sorting[1]	$75.00	
☐ Overnight shipping (peel & stick labels only) [2]	$35.00	
☐ Courier for local delivery (peel & stick labels only)	$10.00	
☐ Priority processing/rush order	$75.00	

*Effective July 1, 2008, sales tax for WA residents is based on where the product is delivered. To calculate the correct sales tax, go to the Department of Revenue's website at *http://dor.wa.gov* and select "I need to find a sales tax rate (GIS)." If you need additional assistance in finding or calculating the applicable sales tax rate, contact the WSBA Service Center at 1-800-945-WSBA. Out-of-state and federal government orders do not pay sales tax.	Subtotal	
	WA State sales tax*	
	TOTAL	

[1] The $75.00 charge for Custom Sorting covers any requested sort that is not listed on the order form. For example, a request for active members in a specific section, county or region is not considered a custom sort. If you have any questions as to whether your request is considered a custom sort, please call Ken Bergenham at (206)727-8276 to discuss your request.

[2] The $35.00 charge for Overnight Shipping covers any overnight service (Federal Express, United Parcel Service, etc.) used **at the expense of WSBA.** If you desire shipment via an overnight service at **your** expense, the $35.00 charge would **not** apply; indicate the overnight service desired and your billing account number on the order form.

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1325 4th Ave., Ste. 600
Seattle, WA 98101-2539

Sales Agreement

The undersigned agrees to purchase mailing labels or a list in accordance with the following terms and conditions:

1. The WSBA reserves the right to decline to provide or sell labels or lists to anyone.
2. The actual content of any mailing must be provided to the WSBA for inspection in advance of the delivery of the labels or list.
3. **PAYMENT IS REQUIRED IN ADVANCE.**
4. Labels and lists sold in accordance with this agreement are sold with the specific understanding that they are for **one-time use** in mailing the materials submitted for approval and cannot be copied or reused in any fashion without WSBA's written consent.
5. Due to mobility within the legal profession, the WSBA cannot guarantee the accuracy of every address provided.

Labels and lists sold by the Washington State Bar Association are sold with the specific understanding that they are for one-time use.

I acknowledge that in accordance with the sales agreement, the list or electronic file sold to

_____ by the Washington State Bar Association on _____
(PURCHASER) (DATE)

will be used one (1) time and destroyed.

Name: _____
(Print clearly or type)

Signature: _____

Company/Org: _____

Date: _____

Return this signed agreement to:

Ken Bergenham
Washington State Bar Association
1325 4th Ave., Ste. 600
Seattle, WA 98101-2539

Phone: 206.727.8276
Fax: 206.727.8313

Washington State Bar Association

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Tel: (206) 727-8200 Fax: (206) 727-8313

Member Data and Contact Information Policy

(Excerpt. Full text: http://www.wsba.org/lawyers/member-data.htm)

Adopted by the Board of Governors on August 4, 2000; revised and approved December 6, 2002; April 11, 2003; December 5, 2003; February 27, 2004; July 21, 2006.

This policy lays out WSBA policy for the collection, use, and sale of member information. It has been reconciled to the provisions of the privacy act passed by the Legislature in 2000.

Dissemination of Member Contact Information

It is the general policy of the WSBA to be restrictive in the distribution or sale of contact information of its members. This policy is intended to balance the member-service aspect of receiving information with the inconvenience of receiving too much information.

Mailing labels or lists of members' names and addresses (whether in electronic or hard-copy format) are covered by this policy. Lists of members' fax numbers, phone numbers, and/or e-mail addresses will not be provided, with three exceptions: (1) e-mail addresses may be provided to CLE vendors (e-mail addresses of members who have indicated they do not want their e-mail addresses sold will not be provided); (2) e-mail addresses may be provided to candidates for the Board of Governors; and (3) fax numbers, phone numbers, and/or e-mail addresses may be provided to WSBA sections. The following demographic information that is supplied voluntarily by members: gender, ethnicity, disability, and sexual orientation is kept strictly confidential and is used only in the aggregate for demographic analysis — labels or lists will not be provided sorted by these categories. Labels and lists based on practice area or language spoken will be provided, and the WSBA will include a disclaimer that information has been provided voluntarily by members and is not necessarily up-to-date or complete.

1. The WSBA reserves the right to inspect the actual contents of any proposed mailing prior to providing mailing labels or lists for the purpose of determining the category of user and to apply the terms and prohibitions of this policy.

2. All sales are on a one-time only basis for the requested purpose. Purchasers are not authorized to duplicate, reuse, or re-market WSBA labels or lists, whether in hard-copy or electronic format. If provided in electronic format, data must be destroyed or returned to the WSBA after the one-time use.

3. The request to purchase mailing labels or lists must be in writing, along with a copy of the material to be mailed. A sales agreement must be executed by each purchaser, and by the mailing house, if one is used by the purchaser, prior to delivery of the requested labels or lists.

4. Payment shall be required prior to delivery of requested labels or lists.

5. The WSBA reserves the right to review e-mail address protections of CLE providers to assure adequate safeguards against unauthorized e-mail address "harvesting."

Categorization of Types of Users

• Official WSBA business: Official mailings generated by the WSBA office or with the approval of the Board of Governors shall be provided mailing labels or lists at no charge, based on the premise that a portion of attorney license fees is attributable to maintaining membership records and mailing costs. This category includes mailings from the Washington State Supreme Court.

• County bar associations within Washington: Mailing labels or lists will be provided to county bar associations of WSBA members in their respective counties at no charge, to further the WSBA's goal of providing support to county bar associations.

• Minority and specialty bar associations within Washington: Mailing labels or lists of WSBA members will be provided to minority and specialty bar associations at no charge, to further the WSBA's goal of providing support to minority and specialty bar associations.

• Candidates for the Board of Governors: One set of mailing labels or lists for WSBA members in a governor-candidate's congressional district will be provided to each governor candidate at no charge upon request (additional sets may be purchased).

• WSBA members: Mailing labels or lists for WSBA members may be provided at no charge upon request if for a purpose related to the practice of law. Example #1: If a WSBA member wants to send a letter to all other lawyers in his/her city for the purposes of forming a legal-issues discussion group, the WSBA would provide mailing labels or a list. Example #2: If a member is changing firms, mailing labels or a list would not be provided (although the member may purchase labels or a list). If mailing labels are ordered, the WSBA may ask the member to pay for the actual cost of the labels.

• Noncommercial mailings by WSBA committees, WSBA sections, and the Washington Young Lawyers Division: Mailing labels or lists will be provided to WSBA committees, WSBA sections, and the Washington Young Lawyers Division at no charge.

• Endorsed or sponsored vendors, approved CLE providers, commercial users: Mailing labels or lists will be provided at commercial prices to vendors of products or services endorsed or sponsored by the WSBA, to providers of CLE offerings accredited by the Washington Board of Continuing Legal Education (MCLE Board), and other vendors of law-related products and services approved by the Executive Director. The purpose of selling or providing mailing labels and lists to entities in this category is to inform the membership of products and services related to the practice of law.

The sale of mailing labels and lists for commercial purposes is a discretionary act. All sales of mailing labels or lists in this category must be approved by the Executive Director or his or her designee. The Executive Director is authorized to reject requests for mailing labels or lists related to the sale of products and services that are not directly related to the practice of law or that conflict with the goals and purposes of the WSBA. The Executive Director is also authorized to provide mailing labels or lists to others not specified above.

Mailing labels or lists shall not be provided for:

• Partisan or nonpartisan political mailings at any level except for candidates for judicial office or for the WSBA Board of Governors.

• Solicitations for contributions by any organization not specifically approved by the Executive Director or the Board of Governors.

The Executive Director shall publish a fee schedule from time to time. The price for contact information for newly admitted members, which is priced higher than that of all members in general, may be waived or reduced for bona fide employers looking for prospective employees or for certain law-related organizations. New admittees are generally members admitted to the WSBA within the last two years.