

Association of University Professors of Ophthalmology

GUIDELINES FOR ORDERING MAILING LABELS

The Association of University Professors of Ophthalmology (AUPO) is comprised of approximately 300+ members (Chairs, Residency Program Directors, Associate Program Directors, Research Directors, and Medical Student Education Directors) in the United States and Canada. 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 AUPO must adhere to its policy of 4-6 weeks for delivery.

Placing an Order

Orders can be placed by telephone, fax, e-mail or by written order. The order will be placed immediately, but will not be shipped until the sample mailer is received at the AUPO Headquarters Office.

Fee Structure

The fee for one set of mailing labels (any combination) is listed below.

\$400/per set – Non- or Not-for-profit

\$800/per set – For Profit

***Payment must be received within 30-days of shipment.**

AUPO Members

Mailing Labels will be supplied to AUPO members at an administrative fee of \$50 for use in practice announcements, studies or general information with approval.

Review of Mailer

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

Label Selections

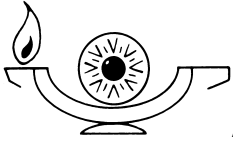
Pressure sensitive labels are available and they are printed three-across and sorted either alpha or by zip code. There is no price reduction for partial orders. An electronic (spreadsheet) file is also available in either alpha or zip code sort and will be sent via email.

Shipment

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

Questions regarding this information should be directed to the AUPO office at the address and phone number listed below.

AUPO's mailing labels are licensed for one time use. Any other or additional use constitutes copyright infringement.



Association of University Professors of Ophthalmology

AUPO Mailing Label Order Form

Name: _____ Company/Institution: _____

Address: _____

Phone: _____ E-Mail: _____

Category:

- \$400/set – Non-profit or Not-for-profit Organizations
 \$800/set – For Profit Organizations
 \$50/set – For AUPO Members – **Name of AUPO Member to be invoiced:**

Mailing Labels For:

- Chairs (131*)
 Program Directors (107*)
 Associate Program Directors (8*)
- Research Directors (24*)
 Medical Student Education Directors (47*)
**Numbers subject to change.*

Label Format:

- 3-up Pressure Sensitive (peel-off)
 Electronic (spreadsheet) File via email

Sort Order:

- Alphabetical Order
 Zip Code Order

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

- Via Email** (spreadsheet only – no charge)
 First Class Mail (no charge)
 FedEx (charged to recipient's account) *Please select FedEx delivery type and payment option below:*
 FedEx Priority Overnight FedEx Standard Overnight FedEx 2-Day (Economy)

Recipient's FedEx Acct _____ or Credit Card # _____ Exp. Date _____

Method of Payment:

- Check payable to AUPO
 Visa/Mastercard Credit Card #: _____ Exp. Date: _____
Name on Card: _____ Address *(if different from above)*: _____

Be sure to enclose/attach the following when placing your order:

- Completed Order Form
 Form of Payment (due within 30-days of shipment)
 Copy of your Mailing Piece

Send your request by one of the following:

By mail: AUPO • 655 Beach Street • San Francisco, CA 94109
By fax: (415) 561-8531
By e-mail: aupo@aao.org