



AMERICAN PAYROLL ASSOCIATION
LOCAL CHAPTER MAILING LIST REQUEST FORM

CHAPTER NAME:

CONTACT NAME:

COMPANY NAME:

ADDRESS:

TELEPHONE:

FAX:

EMAIL:

TYPE OF LIST NEEDED:

_____ PRESSURE SENSITIVE LABELS (PEEL-OFF)

_____ ELECTRONIC FILE BY STATE ONLY (IN EXCEL FORMAT)

AREA TO BE COVERED:

ZIP CODES

Zip codes for your area can be found on the US Postal Web site at:
www.usps.gov/ncsc/lookups/lookup_ctystzip.html

STATE(S) _____

SORT NAMES BY:

___ ZIP CODE

___ STATE

___ LAST NAME ALPHABETICALLY

___ COMPANY NAME ALPHABETICALLY

___ OTHER (EXPLAIN: _____)

American Payroll Association's - List Trade Agreement

We acknowledge that the names and addresses on these lists are the unique and valuable property of the American Payroll Association. As such, these lists will be received by us and held in the strictest confidence.

We agree that all the names and addresses on these lists remain the sole property of American Payroll Association. We understand that these lists are provided to us for **ONE TIME USE ONLY**; any further reuse of these lists must be requested from the American Payroll Association in writing.

We agree not to rent or re-sell these names and addresses to any other company or individual. If the list provided to us is in machine readable format (e.g. floppy disks), we also agree that they will not be "merged" with any other lists or data bases for any purpose other than the **ONE TIME USE MAILING**. Such use in our computers will be for the sole purpose of preparing the actual "mail merge" or for printing the labels associated with the **ONE TIME MAILING**.

We agree not to add telephone numbers to the list, nor use it for telephone solicitations. We understand that the American Payroll Association has seeded the list with company names and addresses whose telephone numbers are publicly available through directory assistance.

After the American Payroll Association has sent the lists to us, we understand that we shall be held unconditionally responsible therefore, and for any costs incidental to litigation, including the American Payroll Association's reasonable attorney fees, which may occur should the conditions of this agreement be violated. We acknowledge that the list is the confidential and trade secret property of the American Payroll Association, and any violation of the agreement will entitle the American Payroll Association to injunctive relief, as well as damages outlined above. We understand and agree to take all necessary steps to prevent release or disclosure of the list or its origination to any third party, including individuals, associations, firms, and parent or subsidiary organizations, unless such disclosure shall have been authorized in writing by the American Payroll Association.

The American Payroll Association disclaims all warranties as to the list, including the implied warranties of merchantability or fitness for a particular purpose. In no such case will the American Payroll Association be liable for any direct or indirect damages resulting from use of the list whether or not such damages are related to errors or other defects in the list. This agreement is binding regardless of whether we use the list provided by the American Payroll Association. All lists provided by the American Payroll Association shall be used within 30 days. If this agreement covers multiple-use of the American Payroll Association lists, list user shall have 30 days for each list use.

This agreement shall apply in its entirety to all subsequent list uses made by us from the American Payroll Association. By signing, I acknowledge that I am an authorized representative of the above company, and am authorized by my company to execute this agreement.

/s/ _____ Date: _____

Signature of Authorized Representative

Print Name of Authorized Representative

Mail or fax to: ATTN: Chapter Relations, American Payroll Association, 660 North Main Avenue, Suite 100, San Antonio, TX 78205 Fax: 210-281-3976. Remember to allow 3-4 weeks to receive your mailing list of APA members in your area. Include a sample of your mailing piece(s) with this form.