

Mailing List Policy and Procedures

The mailing list of the Association for Practical and Professional Ethics consists of names of our members and a large number of other individuals and institutions who we have reason to believe are concerned with practical and professional ethics.

Our list is available for one-time rental use for purposes that are compatible with the aims of the Association and will be made available subject to the approval of the Executive Secretary. We reserve the right to see a copy of the mailing before agreeing to rent the list. **Placement of an order for the Association's list constitutes the renter's agreement not to:** (1) reuse the list; (2) print or photocopy the list for reuse; (3) allow anyone else to use the list or any part thereof; or (4) place the list into a database for any purpose whatsoever.

You may send us either a purchase order or a check for the labels; please allow fifteen working days after the approval of your request for the delivery of the labels.

The list includes both U.S. and international addresses, and is sorted in zip-code order. The list is updated and expanded regularly; please call for an exact count at the time of your purchase. The entire list has over 10,000 names, of which approximately 1000 are current and former members. You may purchase the entire list, a designated portion of the entire list or the membership list.

Labels can be ordered in pressure-sensitive format (hand-applied) or electronic csv format. Please note: The **minimum** charge for individual member pressure-sensitive labels is \$100 for members, \$120 for non-members. The minimum charge for the institutional only member pressure-sensitive list is \$25 for members and \$35 for non-members in pressure sensitive format. We will refund thirty cents for each U.S. member label returned because of an incorrect address if the mailed piece is returned to us within 60 days of shipment.

Mailing List in electronic format: (provided in MS Excel)

Association members	\$0.10 per label
Non-members	\$0.20 per label

Mailing List in pressure-sensitive format:

Association members	\$0.15 per label
Non-members	\$0.25 per label

There is an additional charge for shipping costs. We normally ship via Federal Express, and the cost will vary (\$8 - \$15) depending on the service selected and the size of the list purchased.

To order, send payment or contact us at:

Association for Practical and Professional Ethics Indiana University
618 East Third Street
Bloomington, IN 47405
812-855-6450, Fax: 812-856-4969
appe@indiana.edu