



Mailing List Rental Agreement

The Washington Chapter of the American Institute of Architects (AIA|DC) has approximately 2,300 architects and associated professionals on its mailing list. Purchase of the AIA|DC mailing list will allow you to reach this specific niche group.

Order Information

All orders must be accompanied by a completed order form, signed list rental agreement, payment and sample mailing piece (a draft copy is acceptable). Please allow 5 business days for fulfillment, following receipt of order and approval of mailing materials.

Terms and Conditions

- Minimum order: Full File
- List rental for one-time use only
- Sample mailing piece required
- Allow 5 business days for receipt of order
- All orders must be pre-paid
- For rush orders less than 5 days, add \$50
- Orders canceled before mail date, \$50
- Full payment is required for orders cancelled after mail date

Prices

AIA Member Rate

AIA|DC Active Member List (Pressure Sensitive Labels) \$300

Non-Member Rate

AIADC Active Member List (Pressure Sensitive Labels) \$600

Rental Policy

AIA|DC reserves the right to review all information to be sent to individuals or organizations on its mailing list and to reject orders that do not meet with the standards and the mission of AIA|DC. Each order will be reviewed to determine if the materials to be mailed will in some way benefit AIA|DC members and the field architecture. Materials shall not imply AIA|DC's support or endorsement of products or services.

All names and addresses are the property of AIA|DC. Mailing lists are rented for ONE-TIME USE ONLY PER REQUEST. They are not to be duplicated in any form or transferred to any other person or organization for any purpose. **Labels have been seeded to detect any unauthorized use or duplication. Mailing lists are non-returnable.** Payment is required in advance for all orders unless other arrangements are made. AIA|DC disclaims any responsibility for the intended use of the labels, and its liability is limited only to the cost of replacement of the labels.

