

Fellowship Compliance Committee



GUIDELINES FOR ORDERING MAILING LABELS

Advance Planning

Although most orders are shipped within less than two weeks, there are specific times during the year when AUPO FCC 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. **Payment must be received before shipment.**

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

\$800/per set – For Profit

AUPO FCC Compliant Programs

Mailing Labels will be supplied to AUPO FCC compliant programs at an administrative fee of **\$50.00** 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 FCC prior to release of the mailing labels. Please forward a sample as soon as possible to expedite your order. An AUPO FCC 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 FCC 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 FCC Office at the address and phone number listed below.

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

Fellowship Compliance Committee



AUPO- FCC Mailing Label Order Form

Name: _____

Company/Institution: _____

Phone: _____ Fax : _____ Email: _____

Mailing Labels For:

Fellowship Directors _____ (specify subspecialty)

Label Format:

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

Sort Order:

_____ Alphabetical Order
_____ Zip Code Order

Shipping:

_____ First Class Mail (no charge)
_____ Fed Ex (charged to recipient's account)
_____ Priority Overnight _____ Standard Overnight _____ 2-Day (Economy)
Fed Ex Acct: _____
Exp. Date _____

Method of Payment:

_____ Check payable to: AUPO \$400/per set – Non- or Not-for-profit
_____ Credit Card Visa or MC \$800/per set – For Profit
CC# _____ \$50/per set – For compliant programs
Exp. Date _____

Ship Labels To:

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____

Be sure to enclose the following when placing your order:

- ✓ Completed Order Form
- ✓ Payment
- ✓ Copy of your Mailing Piece