

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 Director. 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, a check, or pay by credit card 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 is more than 2000 contacts where approximately 1600 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 (excel) format. Please note: The **minimum** charge for individual member labels is \$100 for members, \$120 for non-members. The minimum charge for the institutional only member list is \$25 for members and \$35 for non-members.

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, 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

Make checks payable to **IU - APPE** **Mail to:** Association for Practical and Professional Ethics, Book Exhibit Room, 618 E. Third Street, Bloomington, IN 47405 Credit card payments may be faxed to 812-856-4969 or called into the office 812-855-6450. **We can only except checks with funds from U.S. banks.**