EMAIL MESSAGE REQUEST FORM

List Name or General Description: _________________________________________________________

Describe the segments or selections from the list you want to receive your email message:
________________________________________________________________________________

Quantity to be transmitted: □ all available □ US only □ maximum of ________ records

Setup costs & options for email transmissions (these are in addition to the published base price for the list):
Required: ☐ $100 for each setup ☐ $50 per thousand names transmission fee
Optional: ☐ $25 per tracking report (optional) ☐ $100 rush turnaround in 3 days or less
☐ $100 per additional test after 2 tests ☐ $100 host images ☐ $100 personalization
☐ $100 per additional setup ☐ $200 run mailer’s suppression list

Email messages to conference lists must be prepaid before the message is transmitted. You will be alerted if prepayment is required on this pending order. Once a test has been submitted and you cancel, there is a $100 fee.

MGI must receive your sample message* contents, ready to transmit as HTML and/or text. Message sample is: □ Attached to this order form □ Will follow no later than 5 days before requested transmission date

Bill to: □ Mailer who is identified below □ List Broker: ____________________
☐ Send me a credit card payment form for MasterCard, Visa, or American Express. □ I will mail a check.

Who is the SENDER of this email message?
Your display name will be: FROM _________________________________________________
The mandatory active email for bounces will be noreply@mgilists.net
Your subject line will be: _________________________________________________________
Organization/Company Name________________________________________________________
Bill to the Attention of _________________________________________________________________
Street Address ______________________________________________________________________
City/State/Zip________________________________________________________________________
Phone _______________________________________ Email ________________________________

* Your message contents must include your organization’s complete physical address.

TEST MESSAGE. MGI and you–the sender–will receive and must approve a test message before the email message is cleared to transmit. Specify up to maximum 5 email addresses to receive and approve the test message (Tests go out immediately prior to your selected delivery date. If you will be traveling then, tell us who can approve the test if you are not available).

CBrecht@MGILists.com ______________ @ ______________

What is your DESIRED EMAIL TRANSMISSION (DELIVERY) DATE:

Return this completed request form to:
Listmanager2@MGILists.com
fax 703.549.0697 attn Candy Brecht
phone 703.706.0383