



Mailing List Order Form

Please complete this form and attach a sample of your mailing(s). Upon receipt of your mailing pieces completed order form and agreement, STFM will review your application. Use of the STFM mailing list is contingent upon approval of the mailing piece. Please allow 1-2 weeks for processing.

A sample of the mailing piece must be included with the order form for approval by STFM before the order can be processed.

1. Order Information

Order Date: _____ Company: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Description of materials to be mailed: _____

2. List Details

Type of List (Each list costs \$395 for members, \$595 for non-members)

- Total Active Membership Members by State
 Family Medicine Department Chairs

Sequence Zip Code Alpha Sort

All lists will be sent via an Excel file.

3. Shipping Information

Email Address: _____

4. Payment

Credit Card: Visa MasterCard American Express

Card Number: _____ Exp Date: _____ CVV: _____

Name on the Card: _____

Billing Address:

Company: _____

Contact: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

5. Order Requirements & Restrictions

- ❖ The document you wish to mail must be submitted for approval.
- ❖ The use of any STFM list is contingent upon the approval of the mailing piece or planned use.
- ❖ Please allow 1 to 2 weeks for processing.
- ❖ The names and addresses provided by STFM are the property of STFM and are supplied for the specific mailing ordered for one-time use only. After completion of such mailing, any list shall be destroyed and not used for any other purpose. Lists are seeded with decoy names to protect against unauthorized use.

Signature: _____ Date: _____

6. Submitting Your Materials

Fax or mail your completed order form and supporting materials to:

Mail: Society of Teachers of Family Medicine
11400 Tomahawk Creek Parkway, STE 240
Leawood, KS 66211

Fax: (913) 906-6096

Please contact stfmooffice@stfm.org for additional information.

STFM ♦ 11400 Tomahawk Creek Parkway, Suite 240; Leawood, KS 66211 ♦ 800-274-7928