



Society of Gynecologic Oncology

Society of Gynecologic Oncology Mailing List Rental Request Form

POLICY

Please read the following before completing the rental form.

Criteria

SGO member mailing addresses are available to SGO members, advocacy supporters, medical device or pharmaceutical companies, and health care facilities that have a purpose in providing SGO members with printed information about educational meetings, products or services devoted to women's cancer care. Mailing lists will be rented to requesters who do not compete with SGO products, services and events.

One-Time Use

Mailing list rental's data file is for a one-time use only and must be used within three months of receipt. The renter of the mailing list as well as its employees and mailing house vendor may not copy, distribute or sell the content of the data file in any form. The list is seeded with decoy names to detect unauthorized use. If unauthorized use is detected, the renter of the mailing lists will pay eight times the value of the lists and be subject to legal action. A separate mailing list request form and corresponding mailing piece must be submitted and approved by SGO if an additional mailing is needed.

Mailing Piece Approval and List Fulfillment

The requester's mailing piece must accompany his/her mailing list rental request form. SGO leadership will review the mailing piece to evaluate whether the purpose of the mailing meets SGO's criteria. Requests will be denied if the requester's product or service competes with SGO or the event falls within 60 days of an SGO event. Upon approval of the list rental, SGO will send the mailing list file directly to the requester's mailing house vendor for fulfillment.

Mailing Address Sorting

SGO member mailing addresses can be fulfilled as a full or partial list. The list can also be sorted into geographical areas according to ZIP code, state or country, as well as by member type (i.e., gynecologic oncologists, fellows-in-training, allied health professionals).

Terms

Please allow five business days for the review of the mailing list request, approval of the mailing piece and fulfillment of the list. Payment is required in the form of check or credit card (VISA, MasterCard, Amex, Discover). Refunds will not be given.

The form **must be completed in its entirety**. Incomplete forms will not be processed and will be returned for completion. **DO NOT** order an SGO member list online until you have completed the SGO mailing list rental request form and your request has been approved.



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Today's Date: _____

Purchaser

Full Name
Company Name
Address
City, State, Zip
Phone
Email Address

Mail House Contact Information

Contact (<i>at mail house</i>)
Company Name
Email Address
Phone

List Rental Fees

☐ SGO Member (*Full and Partial Set*): \$200 per list

If the SGO member fee is selected, please indicate the member's list name here:

☐ Non-SGO Member (*Full and Partial Set*): \$700 per list

List Type

☐ Complete List (over 2,000 names and mailing addresses) ☐ Partial List (select below for sorting criteria)

Geographic Breakdown

☐ Zip Code(s): _____

☐ State or Specific States: _____

☐ Country or Specific Countries: _____

☐ International Only ☐ USA Only



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Member Type

- ☐ Gynecologic Oncologist ☐ Associate Health Professionals (nurse, physician assistant) ☐ Fellow-in-Training
☐ Residents ☐ Senior/Retired ☐ International

Purpose of Mailing

Describe reason for mailing. Please also attach a copy of the mailing piece to the request for SGO approval.

Date of Mailing

Target Audience

Payment Method

☐ Paying with Check

Make check payable to: Society of Gynecologic Oncology

Mail Check To:

Society of Gynecologic Oncology
28654 Network Place
Chicago IL 60673-1286

Paying online with:

☐ Visa ☐ MasterCard ☐ Amex ☐ Discover

SIGNATURE REQUIRED FOR COMPLETION OF LIST REQUEST

I understand and agree the SGO member mailing lists are for a one-time use within three months of receipt and the mailing piece I have submitted for approval is considered final and will be mailed to the recipients on the mailing list. I also understand the mailing lists are seeded with decoy names to detect unauthorized use. If unauthorized use is detected, I understand I pay eight times the value of this order and be subject to legal action. I, my colleagues as well as the mailing house vendor I'm working with to fulfill this mailing, will not copy, distribute or sell the content of the mailing lists in any form. I will submit a separate mailing list purchase form and mailing piece to SGO if additional mailings to SGO members are needed.

Signature:

Date:

Print Full Name

Please email the completed form and copy of mailing piece to administration@sgo.org.

Questions

Please contact SGO Administration at 312-235-4060 or administration@sgo.org.