



## Mailing Labels, Membership CDs & Data Export Sales Agreement and Order Form

Members of the Metropolitan Indianapolis Board of REALTORS® (MIBOR) may purchase mailing labels, as well as data exports and membership CDs containing mailing information for other MIBOR members.

### **Mailing Labels**

Mailing labels may be purchased for the following groups:

- All REALTOR® members
- All Affiliate members
- REALTOR® members in selected zip codes

COST: Mailing labels are 6 cents (\$0.06) per label for a complete set of all REALTOR® or Affiliate members. Mailing labels for REALTOR® members in selected zip codes are 8 cents (\$0.08) per label. A \$50.00 minimum charge is required for any set of mailing labels.

### **Data Exports**

Member mailing information includes Last Name, First Name, Full Name, Firm Name, Address, City, State and Zip Code. This information is available in the following formats:

- Comma-delimited ASCII
- Tab-delimited ASCII
- Microsoft Excel Spreadsheet

COST: Data exports are 10 cents (\$0.10) per record for a complete set of all REALTOR® members, Affiliate members or REALTOR® members in selected zip codes. A \$75.00 minimum charge is required for any data export.

### **Membership CD**

Member mailing information includes Last Name, First Name, Full Name, Firm Name, Address, City, State and Zip Code for all active REALTOR® members of MIBOR at the time the data is pulled. This information is available in the following formats:

- Comma-delimited ASCII
- Tab-delimited ASCII
- Microsoft Excel Spreadsheet

COST: Membership CDs are \$500.00 per CD.

Mailing information is not available to non-members of the Metropolitan Indianapolis Board of REALTORS®. Fax numbers, phone numbers, e-mail addresses, member codes and social security numbers are not available for distribution.

**To order, complete the order form and agreement on the next page. Fax completed orders to 317-956-5050. Questions? Call 317-956-5000 ext. 251.**

# Mailing Labels, Membership CDs & Data Export Sales Agreement and Order Form

## STEP 1:

Please select the item you want to order:

**Mailing Labels**

- All REALTOR® members
  - All Affiliate members
  - REALTOR® members in selected zip codes
- Enter Zip Codes:

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Sort Labels by (select one):

- Last Name
- Firm Name
- Zip Code

**Data Export (Selected Members)**

- All REALTOR® members
  - All Affiliate members
  - REALTOR® members in selected zip codes
- Enter Zip Codes:

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Choose a file format:

- Comma-delimited ASCII
- Tab-delimited ASCII
- Microsoft Excel Spreadsheet

**Membership CD (All REALTORS® or Affiliates)**

- All REALTOR® members
- All Affiliate members

Choose a file format:

- Comma-delimited ASCII
- Tab-delimited ASCII
- Microsoft Excel Spreadsheet

## STEP 2:

**Read and sign the Sales Agreement:**

**Member agrees to the following conditions:**

This information will not be sold, transferred or given to any third party or legal entity.

Information provided will not be used in any manner or for any purpose that would be immoral or which would be in violation of any Federal, State or Local law.

Member will not mail or deliver any material that states or suggests, directly or indirectly, that MIBOR endorses or supports any service or product being offered to the MIBOR membership.

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Signature of Member

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Printed Name

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Date

## STEP 3:

**Choose a delivery method:**

- Standard UPS Ground delivery
- Hold for Pick-Up at MIBOR
- Send via email (Data Exports Only!)

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Member Email Address

**Fax completed orders to 317-956-5050. Questions? Call 317-956-5000 ext. 251.**