



Government Finance Officers Association

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Mailing Labels Policies and Procedures

The GFOA currently has a membership of more than **17,300** public finance professionals from all levels of government and the private sector. Labels including member names and addresses are available on a restricted basis at the rate of \$250 per thousand names, with a \$500 minimum order. Labels are NOT provided in any kind of electronic format. Labels are provided only in 4-up Cheshire or 3-up Pressure-sensitive format. Phone numbers, fax numbers, or e-mail addresses are not available for purchase. The GFOA's policies and procedures regarding such purchase(s) are as follows:

- Mailing label requests must be made in writing using the appropriate form, and should include a **sample of the proposed mailing piece**.
 - The use of the membership mailing list is limited to the purpose indicated on the written request for ***one time use only***. There are no multi-use discounts.
 - Reproduction of labels is expressly prohibited. Allow **2-4 weeks** from the GFOA's ***receipt of pre-payment*** for shipment of labels.
- A GFOA staff member will contact you to let you know the status of your request and if approved, the total number of mailing labels included in your order. You also will be informed of the total amount due on your order.
- Mailing label orders **must be pre-paid before shipment**. Payment may be made via check, MasterCard, Visa, American Express, Diner's Club, or Discover. ***A faxed copy of a check will not be accepted as pre-payment.***

SHIPPING: Labels are shipped UPS Overnight

For additional information, please contact:

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