

Information About Label Rentals

The California Park & Recreation Society (CPRS) can provide labels both to members and nonmembers of the Society; however, members pay a much lower rate of \$55 per thousand, as compared with the nonmember's \$155 per thousand. Anyone with a mailing project may make a label request by calling the CPRS office directly. The following explains more about the label rental process.

Why is it called a "rental"?

Labels purchased from CPRS are for one-time use; any multiple use of a purchased set of labels is not permitted. It is important to understand that you do not purchase the list of names, but only the temporary (i.e., one-time) use of the physical labels printed up on your behalf.

What are the costs? What if I only need 100 labels? 1,001?

Members	\$55.00 per thousand
Nonmembers	\$155.00 per thousand

The cost for mailing labels is calculated in increments of 1,000. That means that whether you request 20, 200 or any number up to 1,000 labels, the cost will still be the same.

What you need to do

Before labels can be sent, you must first do a few things:

- Call CPRS. Staff will be able to mail or fax you a "Label Rental Contract" form to complete and return.
- Send a sample of what you plan to mail. The content of what is mailed must be monitored by CPRS staff. Labels cannot be issued "sight unseen"; mailing pieces must be sent with the label request to CPRS for staff review before the mailing goes out.
- Send payment with the request. Payment must be received before the labels will be processed. Besides a check or money order, CPRS can accept VISA, Mastercard and American Express.

How long does the process take?

After CPRS has received the payment, signed contract and mailing sample, labels will be processed quickly, within 1-2 working days.

Questions?

Contact Beatriz at 916/665-2777.



updated 3/09



7971 Freeport Blvd.
Sacramento, CA 95832
916-665-2777
Fax 916-665-9149
www.cprs.org



Label Rental Form

Date Requested _____

Date Needed _____

Requesting member's name _____ Member # _____

Send to (person's name) _____

Agency/Company _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____ E-mail _____ @ _____

What is the purpose of your mailing? _____

This request is for a CPRS-sponsored project. No payment is required.
(otherwise, complete "Payment Info" section)

PAYMENT INFO

I understand that CPRS requires the following payment:
MEMBERS \$55 per thousand (minimum \$55)
NONMEMBERS \$155 per thousand (minimum \$155)

Check one:

- Sample enclosed/attached
- Hold this order until sample arrives
 - Please contact Beatriz Godinez-Muñiz to determine your actual costs, [916/665-2777](tel:9166652777).

Method of shipping

First-Class
Priority Mail

FedEx Addressee's account number: _____
 UPS _____

Selection Criteria (Agencies, Regions, Districts or Sections)

P&R Agencies

- CPRS member agencies only
- All Calif. agencies

Other

Please detail:

(Regions) Districts All Only those circled below:

(1) 1 2 3	(2) 4 5 6	(3) 7 8 15
(4) 11 13 14	(5) 9 10 12	

Sections All Only those selected below:

- Administrators Aging Services Aquatics Educators
- Development & Operations Recreation Supervisors Recreation Therapy
- Other: _____

Output format

I want:
Labels
 Sticky (peel-and-apply)

Sort by:
 Zip code
 Last name

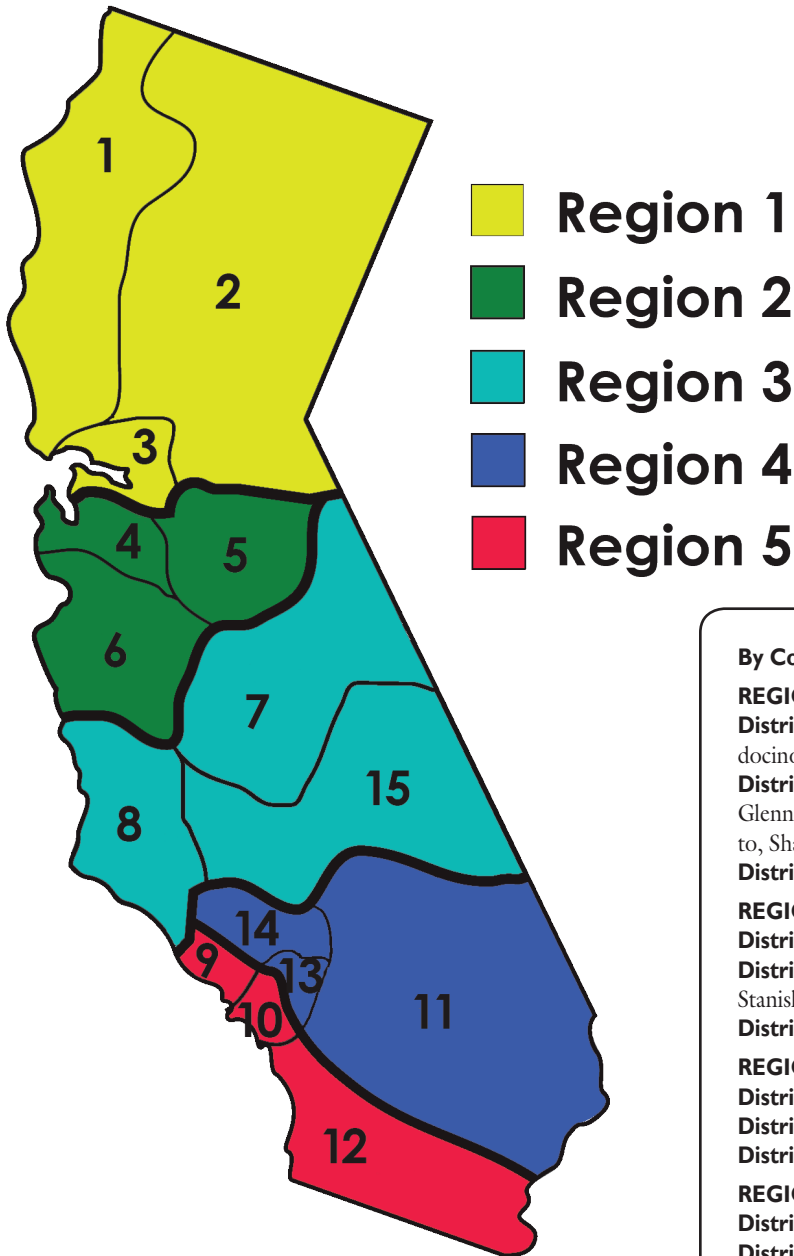
Questions?

Contact Beatriz Godinez-Muñiz
916/665-2777 • Fax 916/665-9149

OFFICE USE ONLY

List name _____	Date sent _____
Processed by _____	Quantity _____
Postage _____	Invoice # _____

CPRS Districts



By County

REGION 1

District I—Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Sonoma, Solano, Trinity

District II—Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yolo, Yuba

District III—Alameda, Contra Costa

REGION 2

District IV—San Francisco, San Mateo, Santa Clara

District V—Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne

District VI—Monterey, San Benito, Santa Cruz

REGION 3

District VII—Fresno, Kings, Madera, Mono, Tulare

District VIII—San Luis Obispo, Santa Barbara, Ventura

District XV—Kern, Inyo, Los Angeles

REGION 4

District XI—Riverside, San Bernardino

District XIII—Los Angeles

District XIV—Los Angeles

REGION 5

District IX—Los Angeles

District X—Orange

District XII—Imperial, San Diego

Label Rental Contract

The undersigned agrees that these labels are to be used on a one-time rental basis only, and further agrees not to duplicate this list or copy it in any manner.

Company/Agency/District/Section Name

Individual Requesting Labels

Signature

This form must be signed and returned to us prior to the issuance of the labels. Payment along with this form is appreciated.

Please be aware that this is a monitored program. We request that a copy of the material that will be mailed be sent to our office before the labels are sent. Thank you.

Invoice #: _____ P.O. #: _____

Payment Information:

Check Enclosed Amex Visa MC

Card # _____ Exp. Date _____

Cardholder Name _____ Signature _____

Cardholder Address _____

Total Due _____

***Please sign and return this form,
along with a copy of what you intend to mail, to:
California Park & Recreation Society, 7971 Freeport Blvd.,
Sacramento, CA 95832-9701
Phone 916/665-2777 • Fax 916/665-9149.***



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