



# Mailing Labels & List Rentals

American College of Veterinary Surgeons (ACVS) mailing labels, sorted alphabetically or by zip code, and list rentals are available for purchase. Neither list consists of email addresses, The list rentals, sent via email, are **only available** to licensed and bonded mail houses. Mailing labels and list rentals do not come with a Certificate of Move Update Compliance. **ACVS mailing labels and list rentals are for a one-time use only and must not be reproduced.**

ACVS will inspect mailing pieces prior to the delivery of mailing labels and lists and reserves the right to refuse the sale of its mailing lists. A full refund will be issued if the mailing piece is not deemed suitable. The sale of ACVS mailing lists does not constitute ACVS's endorsement of vendors' products and/or services.

Upon completion of your order and full payment, **a sample copy of the intended mailing piece must be sent to the ACVS office** by email or mail:   
acvs@acvs.org  
ACVS Mailing Label Orders  
19785 Crystal Rock Dr, Suite 305  
Germantown, MD 20874

**Upon approval of the mailing piece, mailing labels are shipped within 7–10 business days and list rentals are emailed to the mail house within 5–7 business days. Mail piece guidelines:**

- **The language “board eligible,” “board qualified,” and “individuals with credentials accepted by ACVS” are unacceptable under current guidelines.** Guidelines established by the ACVS necessitate changing the terms “board eligible” or “board qualified” to “individuals who have completed residency training” or “residency trained.” Additionally, the term “surgeon” can be used only to refer to ACVS board certified veterinary surgeons.
- **Mailing labels and list rentals may be purchased for use in conjunction with the ACVS Surgery Summit.** The official name for the annual ACVS Surgery Summit is the year followed by the “ACVS Surgery Summit.” If included in marketing material, please include the year as in the example “2024 ACVS Surgery Summit.”

**ORDER PLACED BY:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 1. LABELS/LIST

a. **Select one format:** \_\_\_\_\_ Mailing Labels \_\_\_\_\_ List Rental

b. **Select one sort order:** \_\_\_\_\_ Zip Code \_\_\_\_\_ Alphabetical by Last Name

c. **Select list. Choose all that are requested. Selections may not be mutually exclusive.** Price\*

_____ All ACVS Diplomates (approximately 1,925) .....	800.00
_____ All Small Animal ACVS Diplomates (approximately 1,290) .....	600.00
_____ All Large Animal ACVS Diplomates (approximately 640) .....	400.00
_____ Recently Board Certified Diplomates - last three years (approximately 180).....	200.00
_____ Newly Board Certified Diplomates - current year (approximately 95) .....	125.00
_____ Credentialed Candidates (approximately 80) .....	125.00
_____ Third Year Small Animal Residents (approximately 70)** .....	100.00
_____ Third Year Large Animal Residents (approximately 30)** .....	100.00
_____ ACVS Residency Program Directors (approximately 95 Diplomates).....	125.00
_____ 2023 Pre-Surgery Summit Registrants (TBD - available mid-September) .....	400.00
_____ 2023 Post-Surgery Summit Registrants (TBD - available late November).....	450.00

\*Prices subject to change without notice.

\*\*Includes residents in the third year of their program at the time the order is placed. Please be aware that most residency programs end in mid-July.

**2. DELIVERY\*\*\***

Please allow 7-10 business days from bank deposit for delivery of mailing labels. If you would like your order expedited (shipped within 7 days of bank deposit), please select \$15 for rush processing and provide a FedEx account or credit card number to charge for next business day delivery. List rentals are emailed to the Mail House representative. During late February/early March, there may be a delay for orders of Diplomates' mailing labels due to the processing of new Diplomate information.

\_\_\_ Standard (10-14 business days delivery) .....N/C  
\_\_\_ Ship to Canada.....\$19.95  
\_\_\_ Rush Processing (within 7 business days of bank deposit) – administrative fee\*\*\* .....\$15.00

**\*\*\*If a Federal Express account or credit card number (VISA, MasterCard, American Express) is not provided, the order will be shipped via regular mail.**

Federal Express Acct. # \_\_\_\_\_  
 VISA/MasterCard/American Express # \_\_\_\_\_  
Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

**SHIPPING ADDRESS (Mailing labels only)**

Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**PAYMENT OPTIONS** You may pay by check or credit card (VISA, MasterCard, American Express).

**Total Labels/List** (Section 1): \$ \_\_\_\_\_

**Delivery** (Section 2, if applicable): \$ \_\_\_\_\_

**Total Payment** (labels/list & delivery): \$ \_\_\_\_\_

The ACVS is a 501(c)6 tax-exempt organization. Tax charged: \$0.00

Check enclosed #: \_\_\_\_\_  
 Charge to: \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express CVV \_\_\_\_\_  
Name on credit card \_\_\_\_\_  
Account # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Signature \_\_\_\_\_

**Credit Card Billing Address (required for credit card payments):**

Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Country \_\_\_\_\_

**For mailing label purchases, return to ACVS pages 1-2 along with a sample of the mailing.  
For list rental, complete pages 1-3 and return to ACVS all pages along with a sample of the mailing.**

Questions? Contact ACVS — phone: (301) 916-0200 x113, fax: (301) 916-2287, email: acvs@acvs.org



**Mail House Agreement**

Subject to a separate agreement, the ACVS has granted \_\_\_\_\_ (List Renter) a non-exclusive license for the **one-time** use of the \_\_\_\_\_ (Purchased list(s)) ACVS List Rental.

This Agreement is made on \_\_\_\_\_ (date) between the ACVS and \_\_\_\_\_ (Mail House).

In consideration of the covenants and terms contained herein, the parties hereby agree as follows:

**Mail House acknowledges the following:**

- The ACVS List Rental is confidential, is the sole exclusive property of the ACVS, and is protected by United States Copyright, Trade Secret, and other laws.
- The ACVS does not grant to Mail House or to any other person or organization use of the ACVS List Rental to create or update any lists or databases or for any purpose other than that which may be set forth in the separate agreement between the ACVS and List Renter.

**This agreement is subject to the following conditions:**

- Mail House is hereby granted permission to assist List Renter in use of the License granted by the ACVS to the List Renter.
- Mail House agrees to use the License and the ACVS List Rental only subject to the terms of this Agreement.
- Mail House agrees not to make, sell, use, re-use, reproduce, make available to others, distribute, disclose, or otherwise utilize the ACVS List Rental or information contained therein.

In the event that Mail House violates any term of this Agreement, Mail House agrees that the ACVS shall be entitled to recover costs, damages, and attorney’s fees occasioned by actions to enjoin violation of this Agreement and in pursuing damages and any other relief. It is the specific intent of the parties that the court has jurisdiction and authority under this License Agreement to award all available relief including each element of the foregoing.

The parties have executed this Agreement as of the date written above.

Signature below indicates complete acceptance of the above conditions and constitutes a contract between the ACVS and Mail House.

Mail House Representative Printed Name: \_\_\_\_\_

Mail House Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**For list rental, return to ACVS pages 1-3 along with a sample of the mailing.**

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