

InvestorPlace Media, LLC
LIST MARKETING
9201 Corporate Boulevard, Rockville, Maryland 20850
Phone (301) 250-2200 Fax# (301) 926-8561

Mailing List Order Procedures

Thank you for your interest in InvestorPlace Media Mailing Lists. The outline below should help you place your first order with us. For all direct mail related questions, feel free to call our List Guy, Dave Ferry at 601-620-4135.

1. Orders must be submitted in writing on either a company purchase order, company letterhead, or please ask for our sample order form. To prevent mistakes, orders cannot be taken over the phone.

* Please fax your order to (301) 926-8561, Attn: Sharon Morgan *

2. To expedite processing, orders must include the following:
 - A. Name of list to be rented.
 - B. Quantity desired (5,000 minimum). A \$75.00 flat processing fee will be added to orders for less than 5,000 names.
 - C. Special selects, if any (state, SCF, zip, gender, home or business address, etc.).
 - D. Ship to address with name of contact (no P.O. boxes).
 - E. Method of shipping (FedEx, UPS next day, 2nd day, etc.).
 - F. Date you need the list (allow 6 working days unless special arrangements have been made).
 - G. Date you will mail the names. You must notify List Marketing in writing if this date changes.
 - H. Contact name, address, phone number, and your purchase order number.
 - I. Format of list (P/S labels, 1600 or 6250 magtape, cheshire labels, etc.).
 - J. Please note under Special Instructions any special arrangements you discussed with Dave Ferry.
 - K. A complete sample mail piece, including response device, must accompany your order.
 - L. A signed List Rental Agreement must accompany your order.
 - M. Prepayment is required if you are a first time mailer of InvestorPlace lists. A proforma invoice will be sent to you. Payment on all other orders is due 30 days from maildate. Contact Sharon Morgan, (301) 250-2351, for assistance with payment questions.
3. We can and do occasionally restrict usage of a list if we reject a mailing package, offer, mail date, or if you do not allow reciprocal rental of your list. Rental of a managed list is subject to the approval of the list owner. We will inform you if there is a problem with approval of your order.

THANK YOU FOR YOUR ORDER

If you have any questions concerning the status of your order once it is placed, please call Operations (301) 250-2351 and speak to Sharon Morgan,