



ORDER FORM

Company Name: _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

- Mailing labels (one time use) Printout (6 months use) Digital file (shipped via email in Excel format / 1 year use)
- Check here to order a Top 3 list (specify which list – for choices go to <http://www.exhibitrac.com/Top3.htm>): _____
- Exhibitrac is in receipt of my verbal or e-mailed instructions on my list. Run my order based on those instructions; or
- Overnight - \$50.00; or provide your FedEx Account Number for shipping printouts or labels: _____

Records will be sorted according to the specifications on the second page of the order form.

On multi-use records: When available, a general company e-mail address or e-mail address for the stated contact will be listed. When available, a general company fax number or a specific fax number for the stated contact will be listed. The listed fax numbers are not 'opt-in' permission based listings, and the purchaser understands it is their responsibility to first obtain permission from the recipient prior to sending any fax communications, and to comply with all federal, state and local laws regarding faxing. The purchaser understands it is their responsibility to comply with the federal "CAN-SPAM" law requirements when sending e-mail communications to any listed e-mail address.

Multiple use records are rented for a one year period from the date of delivery (printouts are six month rentals/ mailing labels are one time use). Any use of records by the buyer past this expiration date constitutes a violation of this agreement, and Exhibitrac may charge the buyer for additional usage. Information is provided for the confidential use of the purchaser only. Records are not to be used to compile or prepare mailing lists, marketing aids, classified directories, classified advertising conveyed by any telephonic, mechanical or electronic means, or any other types of compilations that are sold or otherwise provided to third parties

Cancellation policy: Any order may be cancelled prior to shipment with no penalty. ***Once an order has shipped, there are no cancellations!*** We often send our lists in electronic format via email, and once it has shipped, we assume you are going to use it. So please be sure you are ordering the correct list. We are happy to send samples of any list for your review, free of charge, prior to an order. If you are unsure, please contact our sales department at sales@exhibitrac.com, prior to placing an order for a free sample.

Refund policy: if, within the first 30 days of receipt of your rented list, you have deliverability rates that fall below those stated on our website, you may receive either a refund or replacement on faulty records. You must provide us with a list of faulty records and how the contact was attempted, and on what date the contact was attempted. Our phone room will make random spot checks of faulty records to confirm their status.

I have read and agree to the above terms. I understand all 1st time orders must be pre-paid by check or credit card. 2nd and future orders may be billed on a net 30 basis with acceptable credit status.

Name: _____ Title: _____ Date: _____

Method of Payment: Visa Mastercard American Express Check

Credit Card #: _____ Exp. Date: ____/____ Name on Card: _____

By checking this box and submitting this form to Exhibitrac, I agree to abide by the terms and conditions as stated in this order form, and, if applicable, authorize Exhibitrac to charge my order on the above listed credit card.

