



MAILING LABEL INSTRUCTIONS

JCAHPO's mailing list is available for limited use & subject to approval. JCAHPO reserves the right to deny any request for any reason.

JCAHPO mailing labels may **ONLY** be purchased for classroom or online presentations and **ONLY** if the presentation has been submitted and/or approved through the JCAHPO CE Credit application process. Courses not approved for JCAHPO CE Credit are not eligible to receive labels.

Permission to purchase JCAHPO Mailing Labels will be granted to organizations or individuals who agree to, and comply with, the terms below and in the License Agreement:

The following **MUST** be submitted with each order:

- A completed *Mailing Label Order Form*
- The intended mail piece
- License/Confidentiality agreement

Quotes are sent within 3-5 business days. Please sign and date the quote as your acceptance & complete the **PAYMENT INFORMATION** section and return it with the signed proposal to complete your order. Orders will be shipped within 3-4 weeks.

OPTIONS

1) JCAHPO® Certified personnel

2) Certified and Non-Certified personnel

FEES

Set-up Fee.....	\$70.00
Shipping.....	\$10.00
Rush Fee (Processed within 5-7 business days)	\$100.00
Text File on CD (*sent directly to the mailing house)	\$0.25 per record
Pressure-sensitive LABELS	\$0.30 per record
Zip Code Ranges (Specify up to three ranges).....	\$30.00

*When using a mail house, you must provide their information in the "ship to" section of the form, and your mail house representative must also sign a copy of the license/confidentiality agreement.

Please return all completed, required documents to:

JCAHPO
 Administrative Services Dept
 2025 Woodlane Drive
 Saint Paul, MN 55125
 Tel: (800) 284-3937 Fax: (651) 731-0410
jcahpo@jcahpo.org



MAILING LABEL ORDER FORM

I would like to request a list of mailing addresses to include:

- WHO JCAHPO® Certified personnel only
 JCAHPO® Certified and Non-Certified personnel
- WHAT CD (sent directly to the mailing house)
 Pressure-sensitive Labels

STATES (List all requested) _____

or (Up to 3) Zip Code Ranges: _____

PLEASE RUSH! **\$100.00** (Processed within 5-7 business days)

Program information:

Date _____ Location _____

Contact _____

Date mailing to be completed by _____

*****Please send quote to:***

Contact Name _____

Organization/Company Name _____

Street Address _____

City: _____ State: _____ Zip Code: _____

Day Phone: _____

Fax: _____ Email: _____

** If labels are to be mailed to a different address, please enter the **SHIP TO** address here:

Contact Name _____

Organization/Company Name _____

Street Address _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

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Saint Paul, MN 55125
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CONFIDENTIALITY AGREEMENT AND LIMITED LICENSE FOR MAILING LABELS AND RECORDS OF THE JOINT COMMISSION ON ALLIED HEALTH PERSONNEL IN OPHTHALMOLOGY, INC.®

THIS AGREEMENT is made as of this _____ day of _____, 20____, by and among the Joint Commission on Allied Health Personnel in Ophthalmology (“JCAHPO®”), a Washington, D.C. not-for-profit corporation and _____ (“Marketer”) a _____, and _____ (“Mailing House”) a _____.

RECITALS

WHEREAS, JCAHPO is a not-for-profit organization established for the purpose of promoting the educational development and skills of certified Ophthalmic Medical Personnel;

WHEREAS, Marketer desires to communicate to JCAHPO's certificants events or activities directly related to the improvement of scientific skills and knowledge of Ophthalmic Medical Personnel through a one-time use of JCAHPO's mailing labels utilizing the mailing provided in advance by Marketer (the “Mailing”); and

WHEREAS, Mailing House is in the business of providing distribution and/or mailing label services and will be handling the distribution and mailing of the Marketer's information to JCAHPO's certificants.

NOW, THEREFORE, in consideration of the covenants and terms contained herein, the parties hereby agree as follows:

1. Property of JCAHPO. Marketer and Mailing House acknowledge and agree that JCAHPO's mailing labels and related business information provided by JCAHPO to Marketer and or Mailing House (“JCAHPO Material”) are confidential, the sole and exclusive property of JCAHPO and are protected by United States Copyright, state and federal trade practices laws and other laws and this Agreement. Mailing House and Marketer each expressly understands and agrees that this Agreement does not assign or release any of JCAHPO's rights, including but not limited to common law and statutory rights of intellectual property and copyright in the JCAHPO Material, and that the data contained therein is not assigned or released as a result of this Agreement. JCAHPO reserves and retains all the above rights subject to the limited use permitted under this Agreement.

2. Confidentiality. Marketer and Mailing House each agrees to hold and maintain the JCAHPO Material in the strictest confidence and in trust for the sole and exclusive benefit of JCAHPO. Each agrees not to make, sell, use, reuse, reproduce, make available to others, distribute, disclose, or update the JCAHPO Material in whole or in part, or extract or retain any information from the JCAHPO Materials, and each agrees not to permit any third party, agent, employee or contractor or their respective agents or employees to do so except to the extent reasonably necessary for the completion of the Mailing. Marketer and Mailing House each represents and warrants that it will cause its employees, agents and contractors to comply with the requirements imposed upon Marketer and Mailing House under this Agreement. In addition, Neither the Marketer nor the Mailing House will any time allow any JCAHPO Material to pass into the hands of any other person, association, organization or company.

3. Irreparable Harm. Marketer and Mailing House each acknowledges that any unauthorized disclosure or misappropriation of any portion or all of the JCAHPO Material may cause irreparable harm to JCAHPO, which may be difficult to remedy, and therefore it is the specific intent of the parties that JCAHPO has the right to enjoin Mailing House from any such further disclosure or misappropriation in addition to any other relief or remedies available to JCAHPO.

4. Limited License. JCAHPO grants Marketer and Mailing House a non-exclusive limited license for a single, one-time use of JCAHPO's Material for purposes of the Mailing. Marketer and Mailing House each agrees to use the JCAHPO Material only for purposes of the Mailing. Each agrees not to duplicate, copy, sell, use, re-use, reproduce, alter, make available to others, distribute, disclose or otherwise utilize the JCAHPO Material except as necessary to complete the Mailing. JCAHPO does not grant Marketer and Mailing House, and each agrees not to use the License for any other purpose, including but not limited to creating or updating mailing lists or data bases. Marketer agrees that the Mailing will be conducted only for the purpose of the improvement of the scientific skills and knowledge of Ophthalmic Medical Personnel. Marketer and Mailing House each agrees that the Mailing will not be conducted in any way which implies JCAHPO endorsement, directly or indirectly of either Marketer or Mailing House or their respective products or services. Each agrees that the License will not be used to communicate information which is false, defamatory or misleading. Other than use of the JCAHPO Material as provided in this Agreement, neither Marketer nor Mailing House will use the trademarks, trade name, copyrights or other intellectual property of JCAHPO.

5. Mailing Sample. Licensee agrees to submit to JCAHPO a verbatim sample of any proposed mailing, prior to execution of this Agreement, to be received by JCAHPO at least thirty (30) days in advance of any proposed Mailing.

6. Expiration. Marketer agrees to utilize this one-time License on or before the Expiration Date listed on the *JCAHPO MAILING LABEL ORDER FORM*, and not in any event thereafter. If the License is not used by said Expiration Date, it shall expire and no refund of licensing or other payments shall be made. Mailing House agrees not to conduct any Mailing after the expiration date.

7. Payments. Upon execution of this Agreement, Marketer shall make a non-refundable licensing payment to JCAHPO in consideration of the above described License in the amount set forth on the quote provided by JCAHPO.



MAILING LABEL PAYMENT INFORMATION

Once you have accepted the quote and your mail piece has been approved, please complete the information below and return it with the signed quote in order to complete your order.

Check enclosed (All checks must be in U.S. funds and drawn on a U.S. bank)

VISA MasterCard Discover American Express

Card Number _____ Expiration Date _____

Security Code _____ Cardholder's Zip Code _____
(3 or 4 digits on front or back of card)

Cardholder's Name _____

Cardholder's Address _____

City _____ State _____ Zip _____

Name as it appears on credit card (*please print*) _____

Cardholder's Signature _____

A \$25.00 fee will be assessed for declined checks and declined credit cards.

Please return all completed, required documents to:

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