

Mail List Order Form

To order all or any portion of the AACSB International mail list, please complete and submit this form with a *sample. Please complete one form per item. AACSB International must approve all orders before processing. Lists are primarily composed of deans; however, some institutions select individuals from other positions to be the primary representative. *Note: Additional list segments (associate deans, MBA directors, etc.) of the membership are not available. Email addresses are NOT included.*

Contact Name:	
Institution / Company:	
Bill To Address:	
Address line 1:	
Address line 2:	
City, State/Region/Province:	
Zip / Postal Code:	
Country: :	
Phone Number: :	Email Address:
Date of Mailing: :	
Purpose or description of mailing:	
*SAMPLE OR LINK MUST BE PROVIDED: (Exceptions: magazines, annual reports or other official school publication from AACSB educational institution members)	

Rate: Non-Member 650.00 USD per list AACSB Member 150.00 USD per list

Selection desired:

- All AACSB members (includes educational and corporate)
- AACSB educational institution members, accredited and non-accredited
- AACSB business accredited members
- Administrators of accounting accredited programs

Output desired: Excel file ASCII text file, comma delimited

Electronic file by email to (email address): _____

I understand and agree that purchase of this list is for a one-time use. I acknowledge that I have received and read the attached AACSB Mail List Agreement and agree to abide by its terms. I am requesting the following form of payment in the amount of _____ USD. I understand this price does not include additional charges that may occur for shipping and handling.

- Bill me (available to members only)
- Check enclosed payable to AACB International
- Credit card Amex MasterCard Visa

Cardholder's name _____

Card number _____ Expiration Date _____

Credit Card Billing Postal Code _____

*****SIGNATURE REQUIRED FOR ALL MAILING LIST ORDERS*****

Signature _____ Date _____

AACSB Mail List Agreement

1. _____ thereafter known as List Requestor, promises and unconditionally agrees that with regard to all uses of the AACSB International (List Owner) mailing list(s), that the List Requestor or his agents, employees, contractors shall not disclose, transfer, duplicate, reproduce, or retain in any form all or part of the list(s). The list(s) represents unique and confidential data and material.
2. The List Requestor promises and unconditionally agrees that AACSB International or the Association to Advance Collegiate Schools of Business shall not appear in any part of the mailing piece, and/or cover letters or any materials accompanying mailer/promotion piece other than reference to accredited status or an event, e.g. “at the recent AACSB Continuous Improvement Conference.” Only schools that have achieved AACSB accreditation may make reference to their accredited status in the mailing.
3. The list is for one-time use, and said use shall be solely and exclusively for the agreed specific merchandise or service described in the sample mailing piece. AACSB shall have the ability to withhold permission for any reason it deems appropriate, in its sole discretion. The List Requestor is allowed to use the list for a single mailing solely. The List Requestor is allowed to use the list in merge/purge for the purpose of eliminating duplicate mailing names. AACSB International makes no warranties as to the accuracy of the list.
4. List Requestor agrees to submit to AACSB International for its approval, all materials to be mailed by the List Requestor to the names on the list. ****Exceptions are: magazines, holiday cards, annual reports or other official school publication from AACSB educational institution members.*** Once reviewed and approved by AACSB International, the latter will release the requested list to List Requestor, who shall not mail or otherwise provide to the names on the list any materials that have not been previously submitted to and approved by AACSB International. Failure of the List Requestor to adhere to these provisions shall be considered a breach of this agreement and shall discharge AACSB International from any further performance hereunder.
5. In using the list, List Requestor agrees not to duplicate, reproduce, or copy the list in any form or by any means, not to transfer, sell, loan, or otherwise provide the list to any other person or entity except as necessary to carry out the single use for which the list is being licensed. List Requestor shall not retain the list or any portion thereof after the mailing which is the subject of this Agreement and agrees to require any third parties to delete the list upon completion of the single use for which it has been licensed. The List Requestor may not enhance its house file or any other file by using the names, addresses, or any other information, where specific or inferred, obtained from the list. Retention of the list for coding enhancement, analysis, or any other purpose is prohibited.
6. The List Requestor, or its service organization, may not add email addresses and/or telephone numbers to the list, nor use it for email or telephone solicitations.
7. If, after AACSB International has sent the list to the List Requestor, or its designee, the List Requestor uses or suffers its agents, employees, contractors or anyone else who shall be given access to the list by the List Requestor to use the list contrary to the provisions of this Agreement, the List Requestor shall be held unconditionally responsible for any and all damages sustained by AACSB International.
8. The list will be selected according to the specifications of the Mail List Order Form. The list should be carefully checked by the List Requestor before use for any apparent discrepancies. No adjustments will be made after the list has been used by the List Requestor.

9. With respect to canceling orders, it is understood that the List Requestor must cancel orders in writing (fax or email) or by phone to AACSB International. Orders canceled after the list has been sent must be paid in full. List Requestor shall not disclose AACSB International as the source of the list or identify AACSB International in any manner in relations to the List Requestor's use of the list. List Requestor shall take all steps necessary upon use of the list to prevent the unauthorized use or disclosure of the list to any third party and ensure that all terms of the Agreement are adhered to by the List Requestor's employees, agents, representatives and brokers.
10. List Requestor shall indemnify, defend, and hold harmless AACSB International, its officers, directors, employees, and agents, and each of them, from any and all claims, actions, causes of action, demands, or liabilities of whatsoever kind or nature, including judgments, interest, attorneys' fees and all other costs, fees, expenses, and charges which AACSB International, its officers, directors, employees, and agents, and each of them, may incur arising out of any act or omission on the part of the List Requestor or any third party to which the list is distributed in the performance or breach of this Agreement.
11. The List Requestor may not assign any rights granted hereunder, and any such assignment without AACSB International's prior written approval shall be null and void.
12. Terms of payment are upon receipt of invoice.
13. This Agreement constitutes a contract made and entered into under the laws of the State of Florida, and for all purposes this Agreement and its ancillary documents shall be construed and governed in accordance with the laws of the State of Florida.
14. This Agreement cannot be terminated or modified to any extent except in writing signed by both parties hereto.

This Agreement must be signed by List Requestor:

(Authorized Signature and Title)

(Printed Name and Date)

(Organization Name)

Attach a copy or link to materials to be mailed([Exceptions](#))

Use the button above to send this form electronically and confirmation of receipt. If preferred, print and fax to +1 813 769 6559.

Approved list requests are processed and fulfilled on Tuesday and Friday of each week. Completed requests must be received by 5:00 p.m. (ET) the day prior to being processed.