



**National Active and Retired
Federal Employees Association**
606 North Washington Street
Alexandria, Virginia 22314-1914
(703) 838-7760 • FAX (703) 838-7783

Order Form for NARFE Membership Labels/Lists via Email/CD-Rs

Please fill in as appropriate to complete the order. See instructions and important information on the other side of this form.

ORDER TYPE

One-Time: _____

Select Months: ☐ Jan ☐ Feb ☐ Mar ☐ Apr
☐ May ☐ Jun ☐ Jul ☐ Aug
☐ Sep ☐ Oct ☐ Nov ☐ Dec

Calendar Year: 20 _____

REQUEST SCHEDULE

Date Required: _____

Method of Shipment:
☐ U.S. Mail, First Class
☐ U.S. Priority Mail

Purpose of Labels: _____

PRODUCT TYPE

☐ Pressure Sensitive Labels ☐ CD-R
☐ Lists via Email

SORT ORDER

☐ ID# ☐ Alpha
☐ ZIP / Alpha ☐ State / Chapter

NARFE USE ONLY:

of Sets

Members in Chapter #: _____ (Enter Chapter Number)
 Federation Chapter Members: _____ (Specify State)
 Federation Officers in State: _____ (Specify State)
Officer(s): _____ (Enter Officer Positions, or ALL for all Fed. Officers)
 Officers in Chapter # _____ (Enter Chapter Number)
Officer(s): _____ (Enter Officer Positions, or ALL for all Fed. Officers)
 Chapter Officers in State: _____ (Specify State)
Officer(s): _____ (Enter Officer Positions, or ALL for all Fed. Officers)
 Other: _____ (Please Specify)

Requested By:

Name: _____
Title: _____
Federation: _____
Chapter: _____
Email: _____
Address: _____

City: _____
State/ZIP: _____
Telephone: _____

Send To:

Title: _____ Federation: _____ Chapter: _____
Address: _____

City: _____ State/ZIP: _____
OR Email (for Lists via Email): _____

Bill To:

Title: _____ Federation: _____ Chapter: _____
Address: _____

City: _____ State/ZIP: _____

NARFE USE ONLY:

Label/Lists via Email/CD-R Order(s) #: _____ Number Printed: _____
Shipping Date: _____ ☐ 1st Class or ☐ Priority Cost: _____

Order Form for NARFE Membership Labels/Lists via Email/CD-Rs

Instructions & Information

Notes About Using This Form

Chapters and Federations may obtain mailing labels, lists via email, or CD-Rs for chapter members. Federations may obtain labels, lists via email, or CD-Rs in the above categories on a statewide basis. Officer labels/lists via email/CD-Rs may also be obtained. The labels/lists via email/CD-Rs are for NARFE business use only, as defined in NARFE Standing Rules, Section 4.

- ♦ **ORDERS MUST BE APPROVED BEFORE PRINTING BY PRESIDENT, FIRST VICE PRESIDENT, SECRETARY, SECRETARY/TREASURER OR MEMBERSHIP CHAIR.**
- ♦ **ORDERS ARE VALID UNTIL CHANGES ARE MADE OR ORDER IS CANCELLED.**

The types of labels that can be provided and the applicable prices are listed below.

Prices and Descriptions of Labels/Listings Available

- ♦ **Pressure Sensitive: \$16 per thousand.** These are labels with self-sticking backing. To use them, peel off the computer paper and apply them by hand to the envelope or mailer.
- ♦ **Lists via Email: No charge.**
- ♦ **CD-Rs: \$15.** These are CD-Rs that do not allow changing or erasing data.

Labels can be sequenced alphabetically or alphabetically within ZIP code. Labels should NOT be ordered by the thousand. Base your order on the number of sets you need. One set equals one label per member for the category ordered. You will be charged only for the actual amount of labels printed. **The minimum charge required to fill order request is \$10.**

Request Schedule/Methods of Delivery

Please mail your label/lists via email/CD-R order so that it arrives at Headquarters *at least two weeks* before the date requested. Orders usually are processed and mailed 7-10 days before the requested date. Unless otherwise specified, orders will be mailed 1st Class U.S. Mail. Special requests for overnight shipment will be honored, but the additional costs of such requests will be billed to the requestor. Billing will follow within 10-15 days after the order has been processed.

Use this form for orders. *Please do NOT make telephone orders.* Review your shipment for accuracy and completeness immediately upon receipt. If you find problems that will require a rerun, notify Derrick Hayden at 571-483-1252.

All orders should be addressed to:

Where To Send Your Order

NARFE Mail Center, Attn: D. Hayden
606 N. Washington St.
Alexandria, VA 22314-1914
dhayden@narfe.org

Definitions of Terms Used On This Form

<i>Members in Chapter:</i>	Members who belong to the chapter specified.
<i>Federation Chapter Members:</i>	Members who belong to a NARFE chapter in the state specified. The member's residence can be in any state.
<i>Officers in Federation:</i>	Federation officers for the state specified. (You must specify which officers you want included. This may be presidents, secretaries, etc.)
<i>Officers in Chapter:</i>	Chapter officers for the chapter specified. (You must specify which officers you want included. This may be presidents, secretaries, etc.)
<i>Chapter Officers in State:</i>	Chapter officers for the state specified. (You must specify which officers you want included. This may be presidents, secretaries, etc.)