

# **dunhill** International List Co., Inc.

621 NW 53<sup>rd</sup> Street, Suite 200 ● Boca Raton, FL 33487-8239  
(561) 998-7800 ● FAX (561) 998-7880  
1-800 DUNHILL (386-4455)  
www.dunhills.com e-mail: reaching@dunhills.com

## **TERMS & CONDITIONS**

To our best knowledge and belief, this mailing list or telemarketing file has been prepared in accordance with the written or verbal instructions of our clients.

However, list users are encouraged to examine the file carefully. State counts are generally found at the end of the printout. If this list is sent to a mailing shop, please review the file prior to mailing. If a magnetic tape is sent to a computer service bureau, please examine the dump prior to use.

If there are any discrepancies, please notify our Customer Service Department promptly. Call Mary Reed at **1-800-DUNHILL (386-4455), ext. 135**.

Every attempt will be made to rectify any errors quickly and correctly, within the limits of the following conditions:

### **RETURNS/CANCELLATIONS**

No returns or exchanges will be accepted unless authorized by our Customer Service Department. Each adjustment is limited to a 10 day notification time limit. Cancelled orders will be subject to running charges – 50% invoice.

Any verbal notice concerning adjustments must be confirmed in writing and mailed to our CUSTOMER SERVICE DEPARTMENT.

Dunhill International List Co., Inc. does not guarantee the outcome of any mailing utilizing the names rented on this order.

### **USAGE**

Unless DILCO specifies otherwise in writing all names are furnished for **one time use only** by the mailer for whom the list was rented, and are not to be duplicated, reproduced, retained, disclosed, transferred, resold or reused.

Retention, by means of a match-code, or any other such record of a name and address or other data supplied with this order for any purpose whatsoever beyond two weeks after the agreed mail date is not authorized.

No reference to the list or its source can be made as part of the mailing.

### **GUARANTEE**

DILCO has used its best effort to provide an accurate file. Lists are guaranteed 92% deliverable. Our liability shall be restricted solely to the cost of the list, since this is the only part of the direct marketing effort in our control. There is no refund guarantee on galley, 3 x 5 index cards, diskettes or magnetic tape. DILCO does not guarantee the outcome of any marketing program using names rented on this order.

In no event shall Dunhill International List Co. be liable for postage charges and/or printing and mailing costs. Nor shall DILCO be liable for telephone charges for any inaccuracies in a telemarketing campaign. Neither shall DILCO be held responsible for punitive or compensatory damages resulting from loss of potential revenue.

### **POSTAGE REFUND**

Dunhill's liability for postage refunds is limited to returned mailing pieces (nixies) received in our offices within 30 days of invoice date. Outgoing postage will be refunded at the minimum standard rate in effect at the time of mailing for all undeliverable mail in EXCESS OF OUR GUARANTEE. Postage refunds do not apply to additional copies of the list supplied at the same time.

Refunds or adjustments based on the quantity of undeliverable mail returned by the USPS are limited to: expired forwarding order, moved-left no forwarding address, deceased, addressee unknown, unclaimed, box closed.

### **TERMS**

Full payment required in advance from unrated firms. Terms are net cash 30 days. Bank references required for open account. Credit application available on request. Delinquent accounts shall be liable for collection costs and reasonable attorney's fees.

Best of luck with your direct marketing campaign. Thank you for your order.

**DUNHILL INTERNATIONAL LIST CO., INC.**  
(561) 998-7800 ● FAX (561) 998-7880 ● www.dunhills.com

**ORDER FORM**  
 Dunhill International List Co., Inc.  
 621 N.W. 53rd St • Suite 200 • Boca Raton, FL 33487  
 (561) 998-7800 • FAX (561) 998-7880 • 1-800-DUNHILL (386-4455) [www.dunhills.com](http://www.dunhills.com)

June 3, 2010

<b>SOLD TO:</b>	<b>MY ACCOUNT EXECUTIVE IS: Cindy Dunhill X:6422</b>
<b>NAME:</b>	
<b>COMPANY:</b>	
<b>STREET:</b>	
<b>CITY/STATE/ZIP:</b>	
<b>EMAIL:</b>	
<b>PHONE:</b>	
<b>FAX:</b>	

<b>ORDER NO:</b>	<b>CUSTOMER PO:</b>	<b>CUSTOMER NO.:</b>	
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QUANTITY	LIST NAME AND SELECTIONS	PRICE PER M	TOTAL PRICE
		<b>SHIPPING/TAX</b>	<input type="checkbox"/> <b>SHIPPING \$</b> <input type="checkbox"/> <b>TAX</b>
		<b>TOTAL DUE</b>	<b>\$</b>

<b>HOW DID YOUR HEAR ABOUT DUNHILL?</b>
<input type="checkbox"/> Please send me the Dunhill ListMagic semimonthly e-newsletter.

**PLEASE CHECK METHOD of PAYMENT and FILL OUT the FOLLOWING:**

Check

MASTERCARD     VISA     AMERICAN EXPRESS    CREDIT CARD NUMBER

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**CARDHOLDER'S Name:** Address:

**CARDHOLDER'S City State & Zip:**

**EXPIRATION DATE:**

**This order is approved as per the above price by:**

**I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THIS LIST RENTAL WITH DUNHILL INTERNATIONAL LIST CO. INC. AS STATED IN THE ATTACHED PAGE.**

**Signature:**