

# CMA (AAMA)<sup>®</sup> LIST RENTAL FORM



The American Association of Medical Assistants<sup>®</sup> (AAMA) maintains a database of more than 80,000 current CMAs (AAMA)<sup>®</sup> nationwide. The AAMA is the only organization that can provide accurate contact information for this group of health care professionals.

## List pricing

A \$50 nonrefundable, administrative fee is required per order, regardless of size, and in addition to the following costs per email or mailing label:

Number of emails or mailing labels	Academic institution rate (e.g. advanced degree programs)	Employer rate (e.g. job openings)
Up to 500	\$0.35	\$0.20
501 to 1,000	\$0.30	\$0.15
1,001+	\$0.25	\$0.10

Additionally, special rates are offered for academic research. A \$200 nonrefundable administrative fee is required per order, regardless of size and in addition to the following costs per email or mailing label:

Number of emails or mailing labels	Research Rate (e.g., academic research)
Up to 200	\$0.27
201 to 400	\$0.21
401 to 800	\$0.17
801 to 1,000	\$0.13
1,001+	\$0.10

Contact the list rental manager at 800/228-2262 or ListRental@aama-ntl.org for specific counts and exact fees.

## Order requirements

1. Lists are for three-time use only.
2. Any person or entity renting a contact list must abide by the list rental terms and conditions.
3. Prepayment is required for all orders.
4. Orders must include a sample of the final content of the mail or email messaging to be distributed; all messaging is subject to review and approval by the AAMA.
5. An email address from which messaging will be sent must be provided with all email list orders.

## Processing

Orders of contact lists will not be processed until payment is received and the proposed messaging is approved, typically within 10 business days.

## List format

Contact lists will be emailed as Microsoft Excel files unless determined otherwise in correspondence.

## Terms and conditions

Review the list rental terms and conditions in the [Advertising and Exhibiting Opportunities](#) brochure and on the [AAMA website](#).

## Submission requirements

Please complete the information below when submitting your request to ListRental@aama-ntl.org.

Name \_\_\_\_\_

Company name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

"From" email for message \_\_\_\_\_

## Purpose of list use:

☐ Research ☐ Job posting ☐ Educational

## Select desired audience and type of mail list:

### ☐ All current CMAs (AAMA) within the United States

- ☐ Emails only  
☐ Mailing addresses only  
☐ Both emails and mailing addresses

### ☐ CMAs (AAMA) within the following specific state(s)

- ☐ Emails only  
☐ Mailing addresses only  
☐ Both emails and mailing addresses

### ☐ CMAs (AAMA) within the following ZIP code(s)

- ☐ Emails only  
☐ Mailing addresses only  
☐ Both emails and mailing addresses

You can email the recruitment text (e.g., postcard, email, job description, survey questions) to ListRental@aama-ntl.org for our review and approval.

☐ Enclosed is a check or money order # \_\_\_\_\_ made payable to the AAMA in the amount of \$ \_\_\_\_\_

☐ Charge my: ☐ AmEx ☐ Visa ☐ MC ☐ Discover in the amount of \$ \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_