

F&ES LABEL REQUEST FORM

In accordance with policies established by the ARRL Board of Directors governing the availability from HQ of lists of ARRL members and clubs, I hereby request the following list of members or clubs, to be supplied in the form I have designated below.

A. WHO SHOULD THE LIST INCLUDE: (choose 1 or more)

- Full Members _____
- Associate Members _____
- Clubs _____
- Instructors _____
- Teachers _____
- FCC Data Base _____
- Other(s) _____

(NOTE: Limit labels to one per household? Please circle YES or NO)

B. WHAT GEOGRAPHIC AREA SHOULD THE LIST COVER: (choose only 1)

- What ARRL Division _____
- Or, What ARRL Section _____
- Or, What State(s) or Province(s) _____
- Or, What List of Zips (see back) _____
- Or, What Other area _____

C. WHAT KIND OF PRINTOUT:

- Listing _____
- Self Adhesive Labels 3-across _____ with BAR CODE and CASS Report
- Cheshire Labels _____
- Downloaded Text File QCQ del. _____ Approved by DS _____ BJS _____
- Other _____

D. PURPOSE FOR WHICH THE REQUEST WILL BE USED: (choose only 1)

- SM Election Campaign _____
- Administrative _____ office use only
- Convention/Hamfest _____ fill out more on other side.
- Non – Commercial _____

E. REQUESTED ITEMS SHALL BE BILLED (if required) TO: CHARGEABLE: _____

 _____ (Please include phone number)
 _____ (Days) _____
 _____ (Nights) _____

(Be sure to include zip code)

F. ORDER SHALL BE SHIPPED TO:

 _____ street address only no PO Box
 _____ include zip code

My signature below signifies that I have read and understand the Terms and Conditions Governing the Availability of Lists from Headquarters, a copy of which was provided to me prior to this request. My signature below further signifies that the labels or list supplied as a result of this request are to be used only for the single purpose stated above in D.

 Date Signature

**THIS FORM WILL BE KEPT IN THE COMPUTER ROOM.
 SHIPPING LABEL AND FORM OR ROUTING INSTRUCTIONS MUST ACCOMPANY THIS FORM**

Request for members in the following zip codes (please follow example below)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Example 1 – If you want a list in the 060 range, fill in the box as: 06000 06099

Example 2 – If you want a list in the 060, 061, 064, 065 range, fill in the box as: 06000 06199
06400 06599

Example 3 – If you want a list in the 06001, 06002, 06003, 06111, 06032, 06058, 06058, 06078, 06114 list fill in the box as:

- 06001 06003
- 06032
- 06058 06059
- 06078
- 06111
- 06114

Please be sure that all zip code lists are in numerical order.

Note: If request is for convention or hamfest labels, please provide the following information:

Date of event: _____ **Date labels needed:** _____

Name of event: _____

City and state of event: _____

COMPUTER DEPARTMENT USE ONLY

DATE RECEIVED	_____	DATE SENT	_____
CHECK SORT	_____	USER ID	_____
COUNT OF RECORDS	_____	COST	_____

Questions may be addressed to the following at ARRL Headquarters:

Clubs: Marjorie Bourgoin, 860-594-0267, mbourgoin@arrl.org

Hamfests and Conventions: Gail Iannone, 860-594-0262, giannone@arrl.org

Field Organization: Leona Adams, 860-594-0341, ladams@arrl.org

In House Requests: Cathy Scharr, 860-594-0302, cscharr@arrl.org

Director or EVP: Lisa Kustosik, 860-594-0245, lkustosik@arrl.org

