



# Position Listing and Member Mailing List Order Form

Requestor Name: \_\_\_\_\_ SMFM Member Name: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Company/Affiliation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

PRE-PAYMENT IS REQUIRED ON ALL ORDERS.  
 Position postings are for 6 months.

### **Non Members:**

- Position Listing on the SMFM Online Career Center **\$1250**
- Both Position Listing and Mailing List\* for Recruitment for **\$2500**
- Mailing List\* only for **\$1250**

### **SMFM Members:**

- Position listing on the SMFM Online Career Center for **\$500**
- Both Position Listing and Mailing List\* for **\$850**
- Mailing List\* only for **\$500**

**RE: Mailing List (applies to both SMFM Members and Non-members):** When ordering the mailing list, please provide a copy of your mail piece to SMFM for review and approval. The SMFM mailing list contains physical addresses only. SMFM does not share members' email addresses with third parties.

Special Note: Request from outside individuals, 3<sup>rd</sup> party recruiters and/or advertising agencies are no longer eligible for the SMFM member rate (even if it is being requested by or on behalf of an SMFM member physician) and will be charged at the non-member rate.

When requesting the SMFM member rate, all correspondence MUST come from the active SMFM member; mailing list will be delivered to the SMFM member when this rate is used.

If paying by check, please remit to the address below and include the order form with your payment.

Society for Maternal-Fetal Medicine  
 409 12th Street, SW  
 Suite 601  
 Washington, DC 20024

Credit Card Payment: [ ] Visa [ ] MasterCard [ ] American Express  
 Account #: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Security Code on back of card: \_\_\_\_\_  
 Name of Cardholder: \_\_\_\_\_  
 Billing address of cardholder (if different from above): \_\_\_\_\_

If ordering the online career center posting AND the SMFM mailing list at the same time, please complete the job posting template below and reply via email to Jessica Sheehan at [jsheehan@smfm.org](mailto:jsheehan@smfm.org).

### Society for Maternal-Fetal Medicine Job Posting Form

Please complete **ALL** sections and **reply via email** to Jessica Sheehan at [jsheehan@smfm.org](mailto:jsheehan@smfm.org)

**Asterisked (\*) items below are required fields:**

1. Job Listing\* (*enter title of position*):
2. Location/Site Name\*:
3. Contact Name\*:
4. Phone:
5. Fax:
6. Email:
7. Address\*: (*use address of job location - do **NOT** use address of search/recruitment firm*):
8. City\*:
9. State or Province\*:
10. Zip\*:
11. Job Description (*please limit description to 250 words; do not use excessive formatting – i.e., colored fonts, underline, bold, special characters*):
  
12. Level Sought: (*Example: BC/BE*)
13. Salary Range:
14. Available Date:

#### \* Mailing List Lease Agreement Conditions

The SMFM membership list contains approximately 3,000+ records and may be leased on a one-time only basis. Addresses are maintained solely by the SMFM members themselves. SMFM does not lease member's e-mail addresses to outside parties.

The mailing list renter agrees that the renter will not distribute, disclose, duplicate, reproduce, or retain any portion of the list in any form, including entering the data into an electronic database. Further, the list shall not be used for telephone solicitation of any kind, solicitation of funds, or data collection.

The SMFM must review all mail pieces prior to mailing. If the mailing list renter uses the list for distribution of materials in addition to, or different from, the mail piece approved by the SMFM, the mailing list renter will be liable for liquidated damages in the amount of \$10,000.00, which the mailing list renter agrees is reasonable.

The mailing list renter shall hold the SMFM harmless and indemnify the SMFM against any claim, damage, expense, liability, or obligation incurred by reason of the renter's use of the list, including - without limitation - reimbursement of the SMFM for attorney's fees and all costs the SMFM may incur in enjoining unauthorized parties from using the membership list in all cases where such unauthorized parties gained access to the list through the renter listed above or any of the renter's agents or employees.

The mailing list renter agrees that the SMFM will have the right to monitor use of the mailing list. The mailing list renter further agrees that it shall not use the list in any way that does not comply with any and all applicable laws or regulations or that violates any right of any third party.

The SMFM retains absolute right to deny rental of the list, with or without cause.

The prices above are subject to change without notice and SMFM reserves the right to lease the member mailing list at a discounted or complimentary rate should the Leadership (Exec. VP and/or Board of Directors) warrant that the mailing serves to further the goals and mission of the Society.

The Society for Maternal-Fetal Medicine or SMFM may not be cited on any portion of the renter's mail piece.

The list contains unique and proprietary information and is the sole and exclusive property of the SMFM. The SMFM reserves all rights to the list, and nothing in this agreement transfers or assigns any proprietary right in the list from the SMFM to the mailing list renter.