

Mailing List Order Form

Michigan Municipal League

Please send a complete set of the materials you intend to mail. Orders will not be processed without pre-payment of set-up fee and a copy of materials to be included in the mailing.

To Order: Complete this order form, including payment information, and: **if paying by CHECK** mail it to MML, Mailing Lists, PO Box 7409, Ann Arbor, MI 48107-7409, or **if paying by CREDIT CARD**, fax form to 734-669-4223.

Date needed: _____. Please allow 7 to 10 days to fill order.

By completing this Mailing List Order Form, I agree to abide by all rules and conditions described on this form and in the "Conditions of Lease" section of the accompanying information.

Name		Title	
Municipality or Company			
Street Address			
City		State	Zip
Daytime Phone	Fax	Email	

Payment Information

Set-up Fee MUST be pre-paid: \$100 for pressure-sensitive labels or \$200 for digital file.
You will be invoiced for any balance or you may charge the total due to your credit card now.

Check enclosed (Make check payable to "MML") (\$100 for pressure-sensitive labels or \$200 for digital file) **Check #** _____

Credit Card: (Circle One) Visa MasterCard American Express **If paying by CREDIT CARD**, fax form to 734-669-4223.

Charge Set-up Fee: (Circle One) \$100 \$200 **Charge Total Due = \$** _____ **Invoice Balance: \$** _____

Card #:

Expiration date:

Name on Card:

Signature of Cardholder:

Please define your order:

Pressure-sensitive adhesive labels

\$100 for set-up fee and the first 500 labels. Each additional label: \$.20 (20 cents). Label includes title (Mr./Ms./Dr.), first name, last name, name suffix (Jr., PhD., III), municipal job function, municipality, mailing address, city, state and zip code.

Print Sequence

- Zip Code
 Alphabetically by municipality

Labels are for one mailing only. Additional sets may be leased, at a reduced cost, only if ordered with original set of labels.

_____ # of additional sets of pressure sensitive labels at 50% discount

Digital File

\$200 for set-up fee and the first 500 records. Each additional record: \$.20 (20 cents). Basic order includes title (Mr./Ms./Dr.), first name, last name, name suffix (Jr., CMC, PhD., etc.), municipal job function, municipality, mailing address, city, state, zip code. Additional fields may be ordered for \$20 per field. You can sort the data by fields and use it to personalize letters and materials.

Additional fields (\$20 per field)

- Population (2000 Census)
 Form of government
 County located in
 # of employees

Preferred format

- Microsoft Word table
 Microsoft Excel table
 Microsoft Access table

Ship file via:

- Send file by email
 Mail on disk

A file may be used for one mailing only. You may lease the file for additional mailings, at a reduced cost, only if ordered with original file.

_____ # of additional uses of digital file at 50% discount

This form has 2 pages.

Mailing Lists Order Form – Page 2 of 2

Municipal Positions: (You may choose several. Please check “✓” your choices in the left column. Do NOT highlight your selection.)

Note: “Count” indicates the number of people in MML member communities who claim that position or municipal job function. When a person claims several job functions, the MML database automatically eliminates duplicate records from your mailing list. **Records for Townships & Counties include only the job title, not the name of the person in the position.**

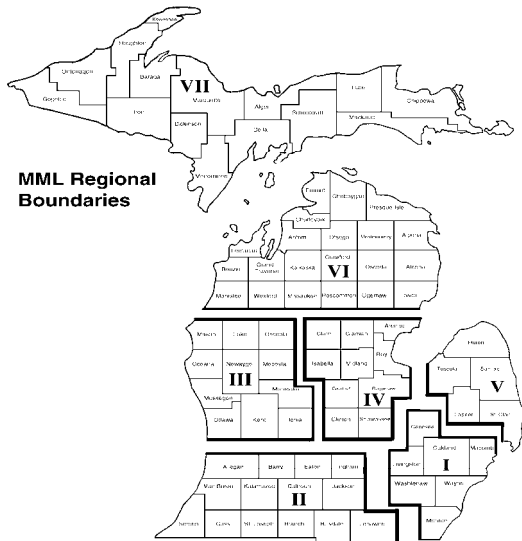
✓	City/Village Title or Position	Count	
	Mayor	271	1M
	Village President	247	1P
	Councilmember/Trustee	2666	2C
	Commissioner	295	2K
	Council Secretary	166	2S
	Assistant to Mayor/Chief of Staff	24	3I
	City/Village Administrator	43	3A
	City/Village Manager	265	3M
	City/Village Superintendent	12	3S
	Deputy City/Village Manager	18	3P
	Assistant City/Village Manager	56	3Q
	Assistant to City/Village Manager	32	3X
	Administrative Assistant	122	3Y
	Clerk	518	4C
	Deputy Clerk	300	4D
	Treasurer	512	4T
	Deputy Treasurer	100	4U
	Finance Director	189	50
	Comptroller	11	5I
	Controller	29	52
	Finance Dept. Staff	394	53
	Income Tax	22	54
	Assessor	247	55
	Assessing Dept. Staff (Board of Review)	183	5D
	Budget Director	60	56
	Auditor	41	57
	Attorney	387	6A
	Assistant Attorney	267	6D
	Public Safety Director	62	6B
	Public Safety Dept. Staff	100	63
	Police Chief/Marshal	325	6C
	Police Dept. Staff	645	6I
	Fire Chief	387	6F

✓	City/Village Title or Position	Count	
	Fire Dept. Staff	208	62
	Public Works Dir./Public Services Supt.	329	7A
	Public Works Dept. Staff	1312	7I
	Engineer	130	7B
	Engineering Dept.	48	74
	Streets/Roads	214	7C
	Water	325	7D
	Stormwater	19	7Q
	Sewers	135	7E
	Sewage Treatment	62	7F
	Solid Waste/Wastewater	70	7G
	Electric Utility	118	7H
	Recycling Coordinator	41	7I
	Public Transportation	86	7J
	Economic Development	68	7K
	Community Development	153	7L
	Planning Commissioner/Admin./Directot	121	7M
	Planning Board	611	72
	Zoning Commissioner/Admin./Director	179	7N
	Zoning Board	534	73
	Building Inspector/Official/Code Enfor.	468	7O
	DDA	221	7P
	Parks & Recreation Director/Supt./Manager	235	A1
	Parks & Recreation Dept. Staff	177	A9
	Cemetery	100	A2
	Public Housing	119	A3
	Public Information	284	A4
	Human Resources/Personnel Director	59	A5
	Human Resources/Personnel Dept. Staff	120	B1
	Civil Service	17	B2
	Equal Opportunity	17	B3

✓	City/Village Title or Position	Count	
	Affirmative Action	6	B4
	Labor Relations	32	B5
	Purchasing Agent	109	B6
	Data Processing/Management Info. Systems	77	B7
	Risk Management Director	42	B8
	ADA	90	HA
	Commercial Drivers License	259	HC
	Airport	38	CA
	Civic Center	19	CC
	Civil Defense	89	CD
	Elections	7	CE
	Hospital Administrator	25	CH
	Library Director/Board	202	CL
	Museum	38	CM
	Port/Marina/Harbor	23	CP
	Youth Coordinator	67	CY

MML does not track names of officials in townships and counties. Records for townships and counties include only the job title, not the name of the person in the position.

	Township Clerk	1242	TC
	Township Supervisor	1242	TS
	Township Treasurer	1242	TT
	County Administrator	83	YA
	County Clerk	83	YC
	County Treasurer	83	YT



MML Regions:

- All MML Regions
- Region I (Southeast)
- Region II (Southwest)
- Region III (West-Central)
- Region IV (East-Central)
- Region V (Thumb)
- Region VI (Northern Lower Peninsula)
- Region VII (Upper Peninsula)

Plus these Counties:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

Population ranges (2000 Census):

- All cities and villages – 533 (100%)
 - Over 100,000 – 8 (1.5%)
 - 50,000 to 100,000 – 16 (3%)
 - 20,000 to 49,999 – 31 (5.8%)
 - 10,000 to 19,999 – 37 (6.9%)
 - 5,000 to 9,999 – 51 (9.6%)
 - 2,500 to 4,999 – 81 (15.2%)
 - 1,000 to 2,499 – 132 (24.8%)
 - under 1,000 – 177 (33.2%)

MML does not track names of officials in TOWNSHIPS AND COUNTIES. Records for townships and counties will include only the job title, not the name of the person in the position.

- All townships – 1242 (100%)
 - 50,000 to 100,000 – 8 (.64%)
 - 20,000 to 49,999 – 31 (2.5%)
 - 10,000 to 19,999 – 54 (4.3%)
 - 5,000 to 9,999 – 108 (8.7%)
 - 2,500 to 4,999 – 283 (22.8%)
 - 1,000 to 2,499 – 464 (37.4%)
 - under 1,000 – 294 (23.7%)

- All counties – 83 (100%)
 - Over 1 million – 2 (2.4%)
 - 100,000 to 1 million – 18 (21.7%)
 - 50,000 to 100,000 – 15 (18.1%)
 - 20,000 to 49,999 – 30 (36.1%)
 - 10,000 to 19,999 – 12 (14.5%)
 - 5,000 to 9,999 – 5 (6%)
 - 2,500 to 4,999 – 0 (0%)
 - 1,000 to 2,499 – 1 (1.2%)