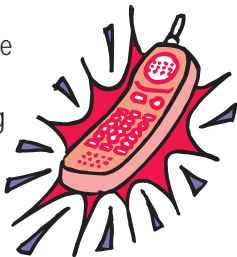


## How to Get Off Mailing Lists

Eliminate unwanted or duplicate mailings by calling the toll-free numbers when listed or by writing the sender. Ask them to take you off their lists, which most firms will do, no questions asked. When ordering products by mail, phone or on-line, ask the company to put you on its "in-house list only", to ensure that your name will not be rented or sold to other businesses or organizations.



Many firms now send one or more catalogs per month. In some cases, you can request fewer catalogs, such as one per season.



Print up some postcards with a "take me off your mailing list" message and mail them to the senders of unwanted mail.

You can use postage-paid business reply envelopes when provided to request that your name be taken off mailing lists. (If there is no stamp, you must provide one or the envelope will not be delivered.) This method may be the least effective in getting off lists. Since the mail openers will be interested only in positive responses, your request may end up in a recycling bin, or worse, the trash.

Many companies and organizations provide a checkoff box on membership or order forms so you can request that your name not be rented out. Be sure to check those boxes!



To eliminate unwanted coupons, ads and free samples that clutter your mailbox, write/call the following company with a request to remove your name and address from their list:

**ADVO Inc.**  
Delivery Services  
1001 W. Walnut St.  
Compton CA 90220-5191  
1-310-661-3800



Write, call or use the websites of the following direct marketing firms and credit bureaus (who also sell names and addresses) and ask to have your name removed from their lists. Include all

versions of your name and address exactly as they appear. You can clip all mailing labels and tape or photocopy them onto a plain page.



The best way to get off most (but not all) lists is to contact the Direct Marketing Association, which represents over 3000 direct mail firms, catalogers, publishers, retailers and service organizations. If you shop by mail, you will have to call each company with whom you do business and have your name reinstated, since DMA deletes your name from all its lists.

**Direct Marketing Association**  
Mail Preference Service  
PO Box 9008  
Farmingdale NY 11735-9008  
1-212-790-1488 (Consumer Info.Hotline)  
[www.DMAConsumers.org](http://www.DMAConsumers.org) [www.e-mps.org](http://www.e-mps.org)  
(for email lists)

## More Direct Marketing Firms and Credit Bureaus

**Donnelly Marketing, Inc.**  
Database Operations  
416 S. Bell  
Ames IA 50010  
1-888-633-4402  
(include name, street address, city, state and zip code)

One call will remove your name from several marketing or credit bureau lists.

**Experian**  
Credit Reporting Industrial Prescreening Opt Out  
1-888-567-8688 (also good for:)  
Equifax Options  
Enovis  
Trans Union Corp.

You may also write to Experian at:  
Opt Out  
PO Box 919  
Allen TX 75013

## Opt Out Electronically

**The Center For Democracy & Technology Opt-Out**  
service on-line: <http://www.optout.cdt.org>

This website also provides steps to take to reduce unwanted e-mail and to protect your privacy online.

The information supplied is current to the best of our knowledge but is subject to change without notice.