



PO Box 19615, Kalamazoo, MI 49019



Phone: 989-831-5100 Email: info@mymlsa.org website: mymlsa.org

MLSA Association Member Subscription List Form

Use these instructions to submit your additional magazine subscriptions at the association membership rate of \$14 per subscription, remember you already receive ONE magazine subscription with your MLSA Association Membership to the main address on file.

Deadlines for submitting subscriber lists:

- February 1 for SPRING issue
- May 1 for SUMMER issue
- August 1 for FALL issue
- November 1 for WINTER issue

****Important reminder:**

Be certain the addresses and/or emails you list are complete and accurate. The post office can not deliver to addresses with transposed house numbers, incorrect zip codes or if your street address requires SE, NW, etc.

1. For all lists, you must use Excel or Google Sheets. [Download template here](#). Email the Excel or Google Sheet file as an attachment to info@mymlsa.org. ***Don't forget to include the name of your association in the subject line.**
2. Make one sheet of subscribers that wish to receive a printed copy of the magazine mailed to their address. Please include the following information for each of these subscribers:

	A	B	C	D	E	F	G
1	First Name	Last Name	Street Address	City	State	Zip	Country

3. Make a separate sheet of subscribers that wish to receive an email to access the digital version of the magazine. Please include the following information for each of these subscribers:

	A	B	C
1	First Name	Last Name	Email Address

4. To pay for all subscriptions, log in at mymlsa.org to pay online or mail this completed form and check to: **MLSA, PO Box 19615, Kalamazoo, MI 49019**

Please print

Association Name _____

Address _____
Street City State Zip

Contact Person _____ Contact Person's Phone Number: _____

Contact Person Email _____

Annual subscription per person \$14.00 Number of subscriptions ordered: _____

Amount enclosed _____ I emailed my list on (date): _____