Information About Label Rentals

The California Park & Recreation Society (CPRS) can provide labels both to members and nonmembers of the Society; however, members pay a much lower rate of $65 per thousand, as compared with the nonmember’s $165 per thousand. Anyone with a mailing project may make a label request by calling the CPRS office directly. The following explains more about the label rental process.

Why is it called a “rental”?  
Labels purchased from CPRS are for one-time use; any multiple use of a purchased set of labels is not permitted. It is important to understand that you do not purchase the list of names, but only the temporary (i.e., one-time) use of the physical labels printed up on your behalf.

What are the costs? What if I only need 100 labels? 1,001?
- Members $65.00 per thousand
- Nonmembers $165.00 per thousand

The cost for mailing labels is calculated in increments of 1,000. That means that whether you request 20, 200 or any number up to 1,000 labels, the cost will still be the same.

What you need to do
Before labels can be sent, you must first do a few things:
- Call CPRS. Staff will be able to mail or fax you a “Label Rental Contract” form to complete and return.
- Send a sample of what you plan to mail. The content of what is mailed must be monitored by CPRS staff. Labels cannot be issued “sight unseen”; mailing pieces must be sent with the label request to CPRS for staff review before the mailing goes out.
- Send payment with the request. Payment must be received before the labels will be processed. Besides a check or money order, CPRS can accept VISA, Mastercard and American Express.

How long does the process take?
After CPRS has received the payment, signed contract and mailing sample, labels will be processed quickly, within 1-2 working days.

Questions?
Contact Beatriz at 916-665-2777.
Label Rental Form

Requesting member’s name

Member #

Send to (person's name)

Agency/Company

Address

City

State

Zip

Phone ( )

Fax ( )

E-mail @

What is the purpose of your mailing?

☐ This request is for a CPRS-sponsored project. No payment is required.
(otherwise, complete “Payment Info” section)

PAYMENT INFO

☐ I understand that CPRS requires the following payment:
MEMBERS $65 per thousand (minimum $65)
NONMEMBERS $165 per thousand (minimum $165)

Check one:
☐ Sample enclosed/attached
☐ Hold this order until sample arrives
☐ Please contact Beatriz Godinez-Muñiz to determine your actual costs, 916/665-2777.

Method of shipping

☐ First-Class Priority Mail

☐ FedEx

☐ UPS

Addresssee's account number:

Selection Criteria (Agencies, Regions, Districts or Sections)

P&R Agencies

☐ CPRS member agencies only

☐ All Calif. agencies

Other

☐ Please detail:

CPRS Individual Members

(Regions) Districts ☐ All ☐ Only those circled below:

(1) 1 2 3 (2) 4 5 6 (3) 7 8 15

(4) 11 13 14 (5) 9 10 12

Sections ☐ All ☐ Only those selected below:

☐ Administrators ☐ Aging Services ☐ Aquatics ☐ Educators

☐ Development & Operations ☐ Recreation ☐ Recreation Therapy

☐ Other:

I want:

Labels

☐ Sticky (peel-and-apply)

Sort by:

☐ Zip code

☐ Last name

Questions?

Contact Beatriz Godinez-Muñiz

916-665-2777 • Fax 916-665-9149

List name

Date sent

Processed by

Quantity

Postage

Invoice #
By County
REGION 1
District I—Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Sonoma, Solano, Trinity
District II—Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yolo, Yuba
District III—Alameda, Contra Costa
REGION 2
District IV—San Francisco, San Mateo, Santa Clara
District V—Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne
District VI—Monterey, San Benito, Santa Cruz
REGION 3
District VII—Fresno, Kings, Madera, Mono, Tulare
District VIII—San Luis Obispo, Santa Barbara, Ventura
District XV—Kern, Inyo, Los Angeles
REGION 4
District XI—Riverside, San Bernardino
District XIII—Los Angeles
District XIV—Los Angeles
REGION 5
District IX—Los Angeles
District X—Orange
District XII—Imperial, San Diego
Label Rental Contract

The undersigned agrees that these labels are to be used on a one-time rental basis only, and further agrees not to duplicate this list or copy it in any manner.

__________________________________________________
Company/Agency/District/Section Name

__________________________________________________
Individual Requesting Labels

__________________________________________________
Signature

This form must be signed and returned to us prior to the issuance of the labels. Payment along with this form is appreciated.

Please be aware that this is a monitored program. We request that a copy of the material that will be mailed be sent to our office before the labels are sent. Thank you.

Invoice #: ___________________________ P.O. #: ___________________________

Payment Information:

☐ Check Enclosed ☐ Amex ☐ Visa ☐ MC

Card # ___________________________ Exp. Date _____________

Cardholder Name ___________________________ Signature ___________________________

Cardholder Address _____________________________________________________________

Total Due ___________________________

Please sign and return this form, along with a copy of what you intend to mail, to:
California Park & Recreation Society, 7971 Freeport Blvd., Sacramento, CA 95832-9701
Phone 916-665-2777 • Fax 916-665-9149.