



Mass Mailing Request Form

Your Email address:

Email address that will be sending bulk Emails:

Email address that will be used for replies to bulk Emails:

Name of abuse contact:

Email of abuse contact:

Phone Number of abuse contact:

Subject of mail:

Mail Frequency:

What application(s) are you using to distribute the mail?

How many Subscribers are on your Email list?

Please describe the process of how the subscribers are added to your mailing list.

Please provide any and all links to your web site where they can sign up.

Please explain your un-subscribe procedures.

Mass Mailing Requirements:

Mass Mailing is limited to Civic Organizations, Churches and Business accounts only!

- Allowable send times: mass mailings with distribution lists in excess of 1000 recipients will be started and completed between 11pm and 4am US Central Time.
- All email distributions must have a viable and clear option or instructions for 'opting-out' of the subscriber list.
- For all email distributions, the subject of the email must match the body of the text.
- The email must contain a **valid** physical postal address.
- Valid "From", "Reply-To", "Return-Path" and "Error-To" headers. If the following values are listed in your mail header, they must be valid addresses and each email address must accept any bounces at the rate they may occur:
 - "From",
 - "Reply-To",
 - "Return-Path"
 - "Errors-To"
- Valid "Abuse contact": customers who send/receive mass mailings MUST supply PGTELCO Internet with an emergency "abuse contact" to contact if there are any problems/complaints associated with the mailing.
- Use of appropriate servers for originating mailings: The use of PGTELCO Internet-hosted SMTP servers or customer-owned and managed SMTP servers that traverse the PGTELCO INTERNET network for mass mailings is not permitted unless previously agreed in writing by PGTELCO Internet.
- Delivery of mass mailings: (i.e. mass mailing sent by a domain hosted or not hosted by PGTELCO Internet to domains hosted by PGTELCO Internet) All mass mailings destined for PGTELCO Internet hosted domains or domains hosted on behalf of PGTELCO Internet subscribers must be delivered through PGTELCO Internet-inbound MX machines. All mass mailing sent through PGTELCO Internet SMTP servers will not be delivered unless formerly agreed upon by PGTELCO Internet.

PGTELCO Internet reserves the right to reject any request to perform a mass mailing if it is determined to be in its own best interests.