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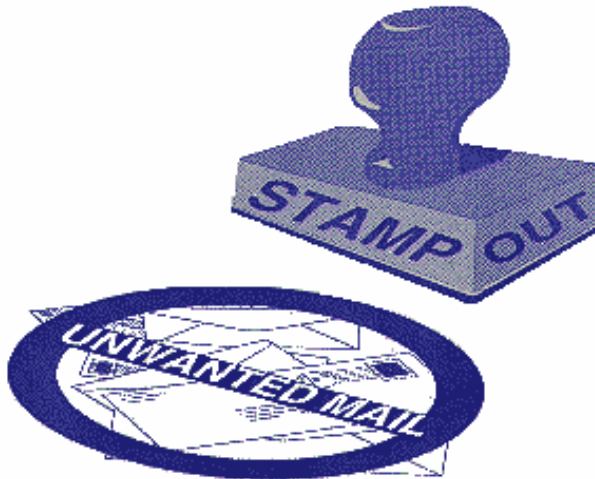
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RESIDENTIAL COMMERCIAL & INSTITUTIONAL AGRICULTURAL & RURAL DISTRIBUTED GENERATION TRANSPORTATION & ALTERNATIVE FUELS RENEWABLE ENERGY WASTE MANAGEMENT & RECYCLING



Governor's Office of Energy Management & Conservation

Stamp Out Unwanted Mail



Stamp Out Unwanted Mail

It's time to **Stamp Out Unwanted Mail** by removing your name from the many mailing lists across the country. It takes only a few simple steps:

1. Buy 25 blank postcards.
2. Buy 25 postcard stamps.
3. Write the information under "*Postcard Text*" below on the backs of the post cards including your name and address. If you are adept with the computer you can cut and paste the text below into your word processor and print the information right on the postcards.
4. Address the post cards to the addresses listed below under "*Mailing House Addresses*".
5. Put a stamp on each.
6. And send them off!

This simple act will have your name taken off national mailing lists that market to other

companies that do business through the mail. You can use the left over ones to send directly to various companies that send you unsolicited mail.

Here are some more tips on how you can reduce unwanted mail:

- Request that catalogs be sent to you only annually or semi-annually.
- When giving your name and address to a business or organization, include a note saying, "Please do not share my name and address."
- Return unopened unwanted mail that was sent first class by writing "refused" on it.
- If you can find a postage paid envelope in the unwanted mail, put the mail in it and write on the outside of the envelope "refused."
- Use a business' toll-free number, reply card or order envelope to remove your name from a specific list.
- Request an organization to limit membership renewal to one mailing a year or risk losing your support.

Postcard Text:

To Whom It May Concern:

Please remove my name from your mailing list. Doing this will save you money, preserve our natural resources and reduce the amount of waste going to landfills.

Thank you for canceling my name and address from future mailings.

Sincerely,

My Address is:
John Smith
1234 W 5th ST
Anywhere CO 80123

Mailing House Addresses:

ADVO
LIST SERVICES
ONE UNIVAC LANE
WINDSOR CT 06095-0755

AMERICAN EXPRESS
CUSTOMER SERVICE
200 VESEY ST TOWER C
NEW YORK NY 10285

CAROL WRIGHT GIFTS
CUSTOMER SERVICE
PO BOX 8502
LINCOLN NE 68544-8504

DONNELLEY MARKETING
DATA BASE OPERATIONS
416 SOUTH BELL

AMES, IA 50010
1-888-633-4402

EQUIFAX OPTIONS

PO BOX 740123
ATLANTA GA 30374-0123

HARTE HANKS DIRECT MARKETING

LIST MAINTENANCE
100 ALCO PL
BALTIMORE MD 21227-2090

MAIL PREFERENCE SERVICE

DIRECT MARKETING ASSOCIATION
PO BOX 9008
FARMINGDALE NY 11735-9008

METRO MAIL CORPORATION

901 W BOND ST
LINCOLN NE 68521-3694

MONEY MAILER

14271 CORPORATE DR
GARDEN GROVE CA 92643-4994

R L POLK & CO

CONSUMER RESPONSE DEPT
26955 NORTHWESTERN HIGHWAY
SUITE 200
SOUTHFIELD MI 48034

TELEPHONE PREFERENCE SERVICE

DIRECT MARKETING ASSOCIATION
PO BOX 9014
FARMINGDALE NY 11735-9014

TRANS UNION

TRANSMARK INCORPORATED
555 W ADAMS ST
CHICAGO IL 60661-3601

TRW-NCAC

TARGET MARKETING SERVICES
701 TRW PKWY
ALLEN TX 75002

VAL-PAK DIRECT

MARKETING (Cox)
P.O. BOX 93505
LAS VEGAS, NV 89193-3505
1-800-825-7257

Get Off Lists for Credit Offers

In accordance with a 1997 federal law, the nation's major consumer credit bureaus have

established a toll-free number. You can call this number, which works 24 hours a day, to have your name removed from mailing lists used for credit offers. The recording will ask for your full name, address, telephone number and social security number (the credit bureaus, which already have access to people's social security numbers, say that they ask for the numbers to confirm the requests). The number is 1-888-567-8688. When you call, you will be given several options. Press 3 to have your name removed permanently. If you press 1, your name will be removed for just two years. This should reduce the number of credit card offers you receive.

Remove Your Business From Lists

InfoUSA has information on more than 12 million businesses in the U.S. To have your business removed from their lists, fax a letter to 402-331-0176. The letter should say on the top: "Attention - Business Update Department." The letter should include the complete business name, address and phone number; the name and title of the person requesting the deletion; and that person's signature. You can also send this letter by regular mail to: Info USA; P.O. Box 27347, Omaha NE, 68127.

Dun and Bradstreet collects information on more than 60 million business establishments from 217 countries. Up to 1,500 data items are collected on each business. The Dun & Bradstreet website states: A business may have its information removed from business marketing lists published by Dun & Bradstreet. The "delisting" can be requested orally or in writing by an authorized representative of the business, resulting in its removal from marketing directories, publications and/or mailing lists. To make this request, call the Dun & Bradstreet Customer Service Center at 800-333-0505.

Sponsored by the Boulder Energy Conservation Center, Governor's Office of Energy Management and Conservation, and the U.S. Environmental Protection Agency, Region VIII.



Drew Bolin, Director

Governor's Office of Energy Management and Conservation
225 E. 16th Avenue, Suite 650, Denver, CO 80203
303-866-2100 • 800-632-6662 • TDD: 800-659-2656 • Fax: 303-866-2930
Send comments, suggestions or questions to: oemc@state.co.us

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