

## OVERVIEW

Many presses send out review copy enclosure orders by mailing us printed labels, enclosures, and order request form. HFS is also able to accept electronic files for review copy requests and can create mailing labels and enclosure documents for you. This allows you to send out books to multiple recipients without having to submit numerous requests or taking the time to print, and ship these documents to us.

Using the attached form you can submit a request for label printing, enclosure printing, or a request for both services.

## LABEL PRINTING

We prefer to receive your address files in Excel and please see the attached sample file. It is imperative that the labels match when submitting this file. Please ensure that the mailing addresses are located in sheet one of the excel document. Note the name of the file in the “Gratis Request with Enclosure” form. If you have any trouble or questions, please let us know immediately as we will be happy to assist you.

We will print on Avery 5164 labels (3 ¼ x 4” white labels). We will include your return address and (if provided) your logo. Please send your return address information and logo to Melinda Kelly for set-up. There is no charge for setting the files up.

At this time, we are only able to offer this using the following ship methods: media mail, postal international and Canadian post.

## ENCLOSURE PRINTING

We can also receive and print your review request enclosure documents – such as, cover letters, press releases and review slips. Please note that we are using 8 ½ x 11 standard white copy paper with black ink. We realize that some enclosure documents will print 2, 4, or 6 to a page and we are prepared to trim them to size.

## COSTING

### **Cost for labels:**

\$.60 per label page (6 to a page)

### **Cost for enclosures:**

\$.10 per page (per page – 2, 4, 6 on single page counted once)

We will print enclosures on 8 ½ X 11 white copy paper with black ink.

### **Example:**

12 address labels with 2 enclosures = \$1.20 + \$2.40 = \$3.60.



## GRATIS WITH ENCLOSURE

The charge will simply cover the cost of the necessary materials. We hope that this value-added service will help save you time and make your job easier.

If you need assistance in filling out the form for the first time, please contact us at:

### **Hopkins Fulfillment Services**

P.O. Box 50370

Baltimore, Maryland 21211

Toll Free: (800) 537-5487

Direct: (410) 516-4448

Fax: (410) 516-6998

<http://hfs.jhu.edu>