December 30, 2015

Dear HFS Customer,

We’ve moved to a paperless system for our standard documents.

Please provide the email address(es) of the person(s) at your company who should receive invoices, credit memos, and AR statements.

**HFS Account#: ____________ *

("this is a six digit number beginning with a 5 or 6")

If you have more than one account, please provide this information for each account.

Email for **Invoices**: ____________________________

If email is unavailable provide Fax #: ________________

Email for **Credit Memos**: ________________________

If email is unavailable provide Fax #: ________________

Email for **AR Statements**: __________________________

If email is unavailable provide Fax #: ________________

Please return this form to:
HFS
Account Email Updates
P.O. Box 50370
Baltimore, MD 21211-4370

**Via fax**: 410-516-6998

Or return the information via email (hfscustserv@press.jhu.edu) with **Account Email Updates** in the subject line.