

**HFS**

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**Distributing For:**

Baylor University Press  
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University of Massachusetts  
Press  
University of New Orleans  
Press  
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Press

## HFS SHIPPING CONSOLIDATION FORM

Dear Customer:

We realize that consolidated orders (batching of multiple PO's) are crucial to the bookseller to save on shipping costs. Hopkins Fulfillment Services is able to consolidate orders.

Our process is based on two criteria, which can be set to customer preference. Both criteria need to be established by the customer in order for the orders to consolidate. The two criteria are a "minimum dollar amount" and a "time period". You select a "minimum dollar amount" (net value of invoice) for each shipment over whatever "time period" you desire. You will only be shipped to when your order or orders reach the "minimum dollar amount" or the "time period" has expired, whichever criteria is met first. For example, you choose a minimum dollar amount of \$100.00 and a time period of 30 days. Orders will ship once they reach net value of \$100.00; but if your orders do not reach \$100.00 over any 30 day time period, you will be shipped to after 30 days. (Please note: this system only works with orders that will be billed on open credit - it will not be enacted if you prepay an order).

If you have an unusual circumstance and need an order sent immediately, you must inform customer service at the time the order is placed. We have the ability to override your consolidation requirements and ship an individual order separately. However, you must inform us of this. Any items that backorder, will not consolidate with any existing orders waiting to merge.

Please note the other conditions that will prevent an order from merging:

- 1.) Type of Sale code differs. For example, adoption orders will not merge with orders keyed as bulk sales or as direct mail pieces.
- 2.) Customer requests that we override the current delivery address on file.
- 3.) Carrier code differs from your standard method of shipping.

If you would like to participate in our consolidation program, please return this form indicating your chosen "minimum dollar amount" and "time period". Please include your account name, address, telephone number, customer number, authorized signature and the person's title.

As a service to our customers, some of our publishers provide print on-demand (OD) titles. This means certain titles are printed "on-demand" by Lightning Source, a division of Ingram Book Company. The positive side to an on-demand printing is that the book is always available. However, because these orders are transmitted to Lightning Source and shipped from their location, they are not eligible for our consolidation program. On-demand titles ordered through Hopkins Fulfillment Services are drop shipped from Lightning Source and invoiced separately by HFS. We would like to give our customers, who participate in our consolidation program, the option as to whether they would like to place orders for OD titles through HFS, or order OD titles directly from Lightning Source. You can contact Lightning Source for OD titles, at 1-800-937-8000.

Date: \_\_\_\_\_

Account #: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Account Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Minimum Dollar Amount \$: \_\_\_\_\_

Time Period: \_\_\_\_\_

**Please check one of the options below:**

\_\_\_\_\_ I would like to receive on-demand titles ordered through HFS and printed by the on-demand printers. I understand that I will receive a separate invoice with shipping charges, and I agree to pay them.

\_\_\_\_\_ Please be sure my account is set up not to receive any items drop shipped from the on-demand printers. If needed, I will order the required on-demand titles directly from Lightning Source, a division of Ingram Book Company.

Authorized Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Please be sure to complete this form for both criteria and your choice regarding on-demand titles. Return your completed form to HFS/Customer Service Department. If you have any questions please call or email us. Thank you.