

Promotion Code Request

Fill out the form below and email it to hfcustserv@press.jhu.edu along with any additional instructions or questions. Please be sure that your marketing piece has been proofed by HFS or include with your Promotion Code Req and allow addtl time to complete.

Basic Information

Client Press

Requester Name

Submission Date

Phone Number

Department/Division

Promotion Code

For DM code and PM ID

Promo Code

Start Date

End Date Max 1 Yr

Description of Promotion

Discount

For PMISBN or DISC

Please select one of the following:

% Discount
enter discount rate

Discount %

Gratis Promo
100% discount
select type of sale

Type of Sale

No Discount
continue to next section

Discount Selection: Please select the items that your discount will apply to either single ISBN, multiple ISBN, or all press titles

Single Item Discount

ISBN -13

Bind

Multiple Item Discount

File Name -- please attach excel spreadsheet

Presswide/Class Discount

Select applicable class

Shipping Coupon

For "F" Order Level Coupon

Will there be free shipping?

 YES NO

Select eligible shipping methods:

Shipping Selection: Please select when the free freight will apply

All orders with Promo Code

Purchases over \$ _____

Quantities over # _____

Bonus Item Coupon

For "1" Order Level Coupon

Free Item with purchase. Example: Free EB with purchase.

If you purchase :

ISBN-13

Title

Bind

You will receive a free copy of :

ISBN-13

Title

Bind

Special Instructions:

Please save to your desktop and email to HFCustserv@press.jhu.edu; allow 5 business days to process. You will receive a confirmation email when your promotion is set up. Inquire regarding additional promotional options. Thank you!

Internal Use Only

Revised 11/2014

DM Code PMID Discount FF coupon Bonus Setup by: _____ Activated?