

## The Women's Fund - PUBLICATION ORDER FORM

Please provide a minimum of one week's notice regarding publication pick-up.

**Instructions:**

Complete this form – please note the limitation on books. If you exceed the limit we will only provide you with the maximum amount. Call 713-623-6543 and tell the staff that you are faxing over or emailing your scanned in publication form. Fax to 713-623-6541 or email to [Jessica@thewomensfund.org](mailto:Jessica@thewomensfund.org) or [Katherine@thewomensfund.org](mailto:Katherine@thewomensfund.org) Pick up the publications on the date that you have put on this form. If for some reason it will change call or email us to reschedule. We are a small office with four staff and we may not be here or be available if you come at any other time.

<i>Date Faxed or Emailed to TWF/Name of Person</i>	<i>Date Requested For Pick-Up</i>	<i>Time:</i>
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Organization:

Department/Site:

Type of org: Health Non-profit School Faith-based Business Government Individual Other

Address:

City, State, Zip

Contact Person:

Position:

Email:

Phone:

Would you like to receive our email/newsletters? Yes No

**Please complete the following section. This information helps us to attain funding to keep providing our publications for free.**

<b>Why do you need these publications? Please check all that apply.</b>		
	The individuals who receive them may not get this information anywhere else	
	As a guide or supplement to a health education program	
	As take-home material after a program, physicians appointment, health event, etc.	
<b>How will you use the publications? Please check all that apply.</b>		<b>How did you hear about The Women's Fund?</b>
	Display for pick-up on an <u>on-going</u> basis (ex. in a clinic)	Other social service agency
	Use interactively one-on-one with individuals	The Women's Fund website
	Use interactively with small groups or classes	Friend; family member
	Give to a friend or family member	Used your publications before
	My personal use	Attended one of TWF events
	For a health fair (limit 2 boxes of one book total)	
	Other:	

BOOKS (2 boxes total) not 2 boxes of each book	2 Box Limit		# of BOOKS			
	Circle the Amount		Circle the number or write in specific number			
	English	Spanish	English		Spanish	
What are the facts? Women's Guide (English 80/box, Spanish 76/box)	<i>1</i> 2	<i>1</i> 2	Bundled 25 50	Bundled 25 50	# of books	# of books
How's my health? Personal health record (200/box)	<i>1</i> 2	<i>1</i> 2	Bundled 25 50	Bundled 25 50	# of books	# of books
What about me? Girl's Guide (108/box)	<i>1</i> 2	<i>1</i> 2	Bundled 25 50	Bundled 25 50	# of books	# of books
What about me? Activity guide (5/box)	<i>1</i> 2	<i>1</i> 2	Bundled 25 50	Bundled 25 50	# of books	# of books
Which Weigh? Healthy Lifestyle (164/box)	<i>1</i> 2	<i>1</i> 2	Bundled 25 50	Bundled 25 50	# of books	# of books

## The Women's Fund Publication Distribution Policy

### Population

Publications are available without charge to organizations and individuals within the Houston Metropolitan area, which includes the following counties:

- Harris
- Brazoria
- Chambers
- Fort Bend
- Galveston
- Liberty
- Montgomery
- Waller

While there is no charge for publications to individuals and organizations in these counties, The Women's Fund always encourages donations to help underwrite the cost of the books. Organizations and individuals outside of the Houston Metropolitan area that would like publications will pay for both the books and shipping (see prices below).

### Shipping

Organizations and individuals may request that books be mailed if they are unable to pick them up at The Women's Fund office. The Women's Fund will pay for any mailing that will fit in a 6.5" x 9.5" envelope (roughly 1-4 books, depending on request). Any requests that do not fit in this envelope must be shipped as a package, and postage and delivery must be paid for by the individual or organization requesting the books. To pay for postage, The Women's Fund will accept:

- check
- credit/debit card
- pre-paid printed shipping label or meter strip

### Quantity

Organizations may request up to 200 copies of each book every three months. For organizations with multiple sites or departments (ex. Kelsey-Seybold, Texas Children's, MD Anderson), each location or department will be considered individually. Organizations that want additional copies may purchase them.

### Prices

Price per book:

- *What about me?* \$1.44
- *Which weigh?* \$1.06
- *What are the facts?* \$1.5 (previously called *Taking Control – Primer on Women's Health*)
- *How's my health?* \$0.96 (previously called *Health Notes*)

### Use

To ensure we can provide our publications to individuals who will actively use the booklet, our publications cannot be used to stock health fair and conference attendee resource packets, grab bags, or resource tables. For this type of usage organizations may purchase books at cost.

### To request publications, you must read and agree to the following policy guidelines:

1. I agree to use the publications within in the Houston Metropolitan area, as defined above, and to pay for any publications used outside of this area.
2. I acknowledge that I may only receive the maximum of 2 boxes of each publication every three months, and that I must pay for any additional copies.
3. I agree not to include the publication as part of general resource or "give-away" packets.
4. I agree to be contacted in the future by The Women's Fund to answer brief evaluation questions.

Printed name:

Signature:

Date: