

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
- Galveston
- Brazoria
- Liberty
- Chambers
- Montgomery
- Fort Bend
- 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:
 - o check
 - o credit/debit card
 - o 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?* \$1.55 (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". For this type of usage organizations may purchase books at cost.

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

- 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.
- I acknowledge that I may only receive 200 copies of each publication every three months, and that I must pay for any additional copies.
- I agree not to include the publication as part of general resource or "give-away" packets.
- I agree to be contacted in the future by The Women's Fund to answer brief evaluation questions.

Printed name: _____

Signature: _____

Date: _____