

Request for Door Prizes

Name of organization: _____

Name/Type of meeting: _____

Date of meeting: _____

Attendance last year: _____ Anticipated this year: _____

Shipping information: (street address please—UPS cannot deliver to a P.O. box)

President/Contact person: _____

Shipping address: _____

City, State, Zip: _____

Daytime phone: _____ Evening phone: _____

E-Mail address _____

General Information:

Door Prizes: HPI will send items to be used as door prizes at your meeting. Typically this will be one or more books and/or subscriptions to *Perspectives* magazine. The number of door prizes vary according to product availability, anticipated number of registrants, type of meeting, special promotions, and the promises you make below.

We will send the door prizes to the address above in time for your meeting.

35% chapter discount: Would you be interested in purchasing HPI books at a 35% discount to sell at your meeting? More chapters are beginning to take advantage of this opportunity to purchase HPI books at a discount, conduct an on-site sale, and earn a profit for their chapter. Offer good for book orders of 20 or more. All orders must be prepaid. Unsold books may not be returned. Contact Debbie at (209) 551-2112, extension 16 to find out more.

Newsletter: Some organizations that publish newsletters have requested a list of reference materials available for inclusion in their newsletter. This is another way an organization can provide members with current information on HPI reference materials. If this is of interest to you we will, upon request, provide your organization with a camera-ready, full-page ad to include in your newsletter. ___ Yes ___ No

(over, please)

Mailing list: We would like to receive the names and addresses of your meeting registrants or association members. While we certainly could purchase a mailing list of members from your national association, we find that many transcription professionals who attend local meetings do not join the national association. We feel they would benefit from the opportunity to choose our products and services when making their purchase decisions. Therefore, we will add them to our database and mail them a free catalog occasionally. Do you promise to send us the names and addresses of your meeting registrants or association members shortly after the meeting? Yes No

Promotional material: We will send current product catalogs and other promotional material such as 9 x 12 plastic bags with handles, etc., imprinted with our name and logo. We request that each attendee receive an HPI catalog and one each of the other material. Do you promise to distribute this material for us? Yes No

Frequency of donation: We will donate door prizes to your organization upon request, but no more than once a year. You should select a major meeting, such as an annual symposium or conference, since the quantity of door prizes we send is proportional to the attendance.

Recognition: Please mention HPI's door prize donations in your program where appropriate. Please announce the prize when the drawing is held.

Shipping: We ship the material to you via UPS ground. It is best to send the package to a business address, where it must be signed for. If it is sent to a residential address, UPS will leave it on the doorstep if no one is home when delivered.

Lead time: Since packages can take a week and a half to reach the East Coast, we require that this request be received in our office no later than one month prior to the event; earlier is better. If you're running short of time, fax the request to us at the number shown at the top of page 1.

Have a great meeting!

***Health Professions Institute . . .
Serving Medical Transcription Professionals
Since 1984***

Dear Healthcare Professional:

Thank you for your recent request for door prizes for your meeting.

So that we may process your request more efficiently, please complete the enclosed form and mail or fax it back to our office. We must receive it at least one month prior to the event.

Again, thank you for remembering Health Professions Institute . . . the Leader in Medical Transcription Education.

Sincerely,

Debbie A. Cook
Publications/Information Coordinator
Health Professions Institute
PO Box 801
Modesto, CA 95353
Phone (209) 551-2112, x16
Fax (209) 551-0404