



ExpressO™ Institutional Account Signup

INSTRUCTIONS: Please complete form and fax back to (510) 665-1201.

How ExpressO works:

- Author uploads a single electronic file with article for delivery, and a cover letter and/or CV if desired, and selects reviews for delivery.
- 550 law reviews accept ExpressO deliveries. We deliver to roughly 535 electronically while some 15 top law reviews require hardcopy from ExpressO. We print and mail to these reviews.
- Institution account holders are billed quarterly according to the details of plan they select (see below).

Accounts Available:

Two types of accounts are available for your school. With either of these plans, your school's costs will be reduced.

• **Open Account Plan**

Under this plan, the institution is billed according to the actual use by its members. If no one uses ExpressO, you pay nothing. We bill the law school quarterly (Deliveries costs \$2.00 per electronic delivery and \$6.50 per paper delivery.) You may set a per-manuscript credit limit if you so choose. Your faculty would be required to cover all submission expenses beyond the school's set credit limit.

• **Complete Prepaid Plan**

Unlimited free electronic deliveries, at an annual cost of \$2,000. The law school will be billed quarterly for hardcopy deliveries at \$6.50 each.

PLEASE COMPLETE EACH OF THE NUMBERED SECTIONS.

1. INSTITUTION NAME: _____

2. TYPE OF ACCOUNT TOTAL PAYMENT DUE

_____ Open Account Plan No Prepay. Choose either:

No per-submission credit limit _____

Per-submission credit limit \$ _____

----- or -----

_____ Complete Electronic Delivery Prepaid Plan \$2,000 (with this plan the access control automatically becomes a list of authorized user email addresses)

Please note that The Berkeley Electronic Press reserves the right to increase the price of hardcopy deliveries at any time, should costs be higher than anticipated. Reasonable notice (at least 30 days) will be given.

3. P.O. NUMBER (optional): _____

4. LAW SCHOOL REPRESENTATIVE PLACING ORDER:

Name: _____

Date: _____ Signature: _____

Position/Title: _____

Telephone: _____ E-mail address: _____

5. BILLING CONTACT:

Name: _____

Address: _____

State: _____ Zipcode: _____

E-mail address: _____

Telephone: _____

Fax: _____

Payment is expected within thirty (30) days of signed license agreement. Price quote valid for 30 days only. The list of law reviews to which ExpressO delivers is subject to change without notice. All submissions to ExpressO are governed by the terms and conditions for ExpressO Document Delivery Services, a copy of which may be found at <http://law.bepress.com/expresso/terms.html>.

6. ADMINISTRATIVE DIRECTOR or CONTACT:

This person will receive information about ExpressO and how to use it, which would be distributed to the faculty and their staff. This point person would also be trained by us in how to use ExpressO, if desired, and would then lead trainings for faculty and staff at your law school.

Name: _____

Position/Title: _____

E-mail address: _____

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<http://law.bepress.com/ExpressO>

7. ACCESS CONTROL:

There are two ways we can authenticate users. Please select the option you prefer. Remember that you cannot use domain names with a Complete Electronic Delivery Prepaid Plan.

_____ DOMAIN NAME(S) (e.g., law.stateu.edu) _____

Domain authentication works in the following manner: If, for example, Marin University enters "marin.edu" above, any Marin email address (e.g., law.marin.edu, med.marin.edu, etc.) will be granted access. If Marin University enters "law.marin.edu", john_doe@law.marin.edu would have access to the ExpressO institutional account, but jane_doe@marin.edu would not. In addition, The Berkeley Electronic Press will provide support for multiple domains if desired (e.g., you may enter both "law.marin.edu" and "med.marin.edu" above).

_____ LIST OF AUTHORIZED USER(S) (email addresses)

If you prefer to restrict access to a subset of faculty and/or their staff, you may provide a list of email addresses of authorized users. This list will can be changed at any time. Please note that we strongly encourage you to register both faculty and their administrative support staff, as the latter will in some cases be the ones taking advantage of the institutional account.