



PO Box 57025 / Salt Lake City UT 84157-0025 / USA
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LIBRARY CHECK-OUT REQUEST FORM

Borrower Information (Street Address only):

Contact Name:

Company Name:

Address:

City:

State/Province:

Country:

Zip Code:

Phone:

Fax:

E-mail:

Other:

Document Identification:

List by Organization, Standard No. and Title - (i.e. ASSE No. 1014 Backflow Prevention Devices for Hand-Held Showers). You can check-out five standards under one request. Additional standards must be requested using a new form.

- 1.
- 2.
- 3.
- 4.
- 5.

Special Handling Instructions (i.e. Rush, A.M. Delivery, Next Day Air, etc.):

Requesters Name and Signature	Request Date
Friend of the Library Donation* <input type="checkbox"/> \$5.00 <input type="checkbox"/> \$10.00 <input type="checkbox"/> \$25.00 <input type="checkbox"/> \$100.00	
Any donation will be used by TEi-Library Services to Purchase additional Standards to enhance our Service.	

Material checked-out from TEi-Library Services must be returned. The loan period is one month from the date of check-out. You may extend the loan period once for an additional two weeks. Loan extensions are accomplished by sending a request via fax, mail or e-mail, and must be received one week prior to the due date. Borrower is responsible for all shipping charges (Express Saver-Domestic, Next Day Air-International), plus an administrative fee of \$45.00 for 1-2 items, \$60.00 for 3 items, \$80.00 for 4 items and \$100.00 for 5 items. A request is limited to five (5) items. Borrower is limited to two check-out request per week. The fine for over due material is \$2.50 USD per day, per item starting on the first day following the due date. One month after the due date, if the material is not returned, the Borrower agrees to pay the replacement cost of the material(s). A finance charge of 1.5% per month (18% per annum) (\$5.00 minimum service charge) on unpaid balances will be charged on all past due invoices. Should an account be placed for collection, Borrower agrees to pay any and all collection fees including court cost and attorney fees in the appropriate Court in the State of Utah. Additional terms and conditions apply, contact TEi-Library Services for details. By signing this request and/or receipt of the material sent, you agree to the terms above. TEi-Library Services, LLC is owned by Testing Engineers International, Inc. ©TEi-Library Services, LLC 2007-2013. *Friend of the Library Donations amounts will be added to the Invoice amount for this specific request. Donations ARE NOT tax deductible. SAN 316-9189 www.TEi-LibSvcs.com Form TEi-Library Services 010 Revision 20130410