AUDIO-VISUAL MEDIA ORDER FORM

When scheduling dates, please allow 7-10 days for delivery of audio-visual media items. Fees are based on 1 week's use (7 days). Additional days cost $1/each day. If you wish to reserve for additional days, please indicate the number of days on this form. If an extension of the confirmed use period is required, please contact THRC by telephone. Users are required to mail the media items the day immediately following the final use date. You will be billed double if the item is posted late. Users are responsible for the costs of returning media items to the Resource Center.

TITLE	FORMAT	1st DATE CHOICE	2nd DATE CHOICE	COST

MAILING ADDRESS

Name _____

Agency _____

_____

Address _____

_____

City _____

State _____ Zip _____

Telephone _____ Fax _____

Email _____

BILLING ADDRESS (if different from mailing address)

Name _____

Agency _____

_____

Address _____

_____

City _____

State _____ Zip _____

Telephone _____ Fax _____

Email _____

RETURN THIS FORM TO: TEXAS COUNCIL FOR THE HUMANITIES RESOURCE CENTER Tel: (512) 441-0288
3809 South Second St., Banister Place A Fax: (512) 440-0115
Austin, Texas 78704