

AGS BOOK LOAN SERVICE ORDER FORM

Please read the accompanying information sheet before completing
BOTH SIDES of this order form.

Name _____
Please **print** clearly

Address _____
Number Street Apt. #

City / Town _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Date of Order _____

Request Received _____
Books Mailed _____
Books Returned _____
Inspected/Shelved _____

Titles requested:

1. _____ Sent _____

2. _____ Sent _____

If either (or both) of these books are currently unavailable:

Please return my check
Please send books as soon as they become available
Please substitute either (or both) of the following books:

3. _____ Sent _____

4. _____ Sent _____

TO CALCULATE POSTAGE COSTS:

- The weight of each VOLUME and MAILER appears in parentheses after the title.
Example: GRAVEN IMAGES, Allan Ludwig (3 lbs.)
- When you select the book(s) you want, calculate the TOTAL weight of your order

(over)

If the TOTAL weight is:	
Less than 1 lb.....	one way postage = \$2.12
Less than 2 lbs.....	one way postage = \$2.45
Less than 3 lbs.....	one way postage = \$2.78
Less than 4 lbs.....	one way postage = \$3.11
Less than 5 lbs.....	one way postage = \$3.44
Less than 6 lbs.....	one way postage = \$3.77
Less than 7 lbs.....	one way postage = \$4.10
Less than 8 lbs.....	one way postage = \$4.43

My TOTAL order weighs less than _____ lbs.

One way postage on my order = \$_____

Processing fee.....	\$ <u>2.00</u>
Add one way postage.....	+ _____
Enclosed check (total of \$2.00 fee and postage).....	\$ _____

- Make checks (no cash please) payable to "AGS Lending Library"

RETURN INFORMATION

When you return books, please use book mailer and pre-addressed label that is provided.
 Send by "Special Book Rate for Libraries and Borrowing Members"
 Which is less expensive than ordinary Book Rate.

PLEASE SECURE LABEL WITH TAPE

Some post office clerks may be unaware of the special book rate and may want to charge from the special fourth class schedule. If necessary, have them refer to Section 725 and Exhibit 711.42 of the US Domestic Mail Manual for Special Library Rates.

**AGS Lending Library
 c/o Lynn Radke
 116 High St.
 Butler, NJ 07405**

Check # _____	Returned _____
Amount _____	Explanation _____
Date to AGS _____	Follow-up _____