

DEPARTMENT OF EVANGELIZATION AND CATECHESIS
 2110 BROADWAY
 SACRAMENTO, CA 95818
 (916) 733-0123

Media Library Video Rental Shipment Form

SHIP TO:

NAME:
ADDRESS:

Please make copies of this form
as needed.

SHIPMENT REQUESTS:
Please include payment for video
shipping fee when sending in this
form.

CODE	TITLE	FEE*	DUE DATE**

*\$5.00 per DVD/video shipping fee

** 2 Weeks from rental date

Agreement:

All media, upon leaving this office, are subject to the agreed rental charge for any damage to the rented media. Late returns will be charged \$3.00 per week.

Signature of Renter

Phone

OFFICE ONLY

Paid by <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Date Paid _____
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Date Shipped _____ Date Returned _____
