

# Textbook Service SIUE

Student Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

SIUE Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(No P.O. Boxes) \_\_\_\_\_

## Receiving your rental textbooks:

1. Complete this form and submit it to Textbook Service.
2. Allow a minimum of 2 weeks prior to the start of class to guarantee delivery before the first day of class.
3. Your SIUE student account will be charged for the cost of the shipping and handling
4. Email, Fax, or Mail the order into Textbook Service. Please Note: NO CALLS-IN REQUEST WILL BE ACCEPTED!

## Return of rental textbook:

1. Textbooks must be postmarked no later than the Saturday of finals week using the address below.
2. Students are responsible for the condition of their books. Books must be returned in similar condition to what they were rented in. Any books damaged beyond normal use will be billed to the students account.
3. Return shipping will be at the student's expense. Textbook Service will not be responsible if a textbook is lost, missing, or damaged during the return mailing.

I agree to, and understand the above information:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fax: (618) 650-5757

Mail: Southern Illinois University Edwardsville  
Textbook Service  
Campus Box 1053  
Edwardsville, IL 62026

Email: [textbook@lists.siu.edu](mailto:textbook@lists.siu.edu)