



Textbook Service Off Campus Order Form

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. Please allow up to 2 weeks prior to the start of class for delivery.
3. Your SIUe student account will be charged for the cost of UPS Ground shipping at a rate of \$10 for the first book and \$2 for each additional book.
4. Email, Fax, or Mail the order into Textbook Service. Please Note: NO CALL-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