

---

# CENTER FOR SPANISH STUDIES

---

UNIVERSITY OF WASHINGTON  
EDUCATION OFFICE, EMBASSY OF SPAIN  
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

## MATERIAL REQUEST FORM

Name of Borrower: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

This form serves as a contract to borrow materials (5 items max.) from the Center for Spanish Studies. The borrower assumes responsibility for all material received (COD) and agrees to return all material within 20 days from the date of checkout. If more time is required, special arrangements must be made via e-mail with the Center for Spanish Studies. Late returns are filed for future reference and a late fee of \$0,50 will be charged per day per item. Lost materials must be replaced by the borrower.

The material request form should be submitted by mail with a check deposit of \$25.00 to the Center for Spanish Studies. This deposit will be refunded upon timely return of all borrowed material in good condition. No material will be released without this deposit and signed contract.

**Requested material** (please, indicate, whether the material is book, CD, VHS, tape, others)

Borrower's signature \_\_\_\_\_

Date: \_\_\_\_\_

Center for Spanish Studies  
Division of Spanish and Portuguese Studies  
Box 354360  
Seattle, WA 98195-4360  
Tel. (206) 221-6571 / Fax (206) 685 7054 [spnrectr@u.washington.edu](mailto:spnrectr@u.washington.edu)  
<http://depts.washington.edu/spnrectr>