

NISGUA's Video Order Form and Policies

NISGUA's Video Order Form

To order a video or videos, please fill out and email (nisgual@ligc.org), fax (202-223-8221), or mail us (address below) a copy of this form.

Rates: \$15.00 per video for a 3-week rental period, payment due prior to shipment.

This fee covers the rental itself as well as standard shipping expenses.

Credit cards are required for all video rentals.

Restrictions:

No more than 3 videos may be rented by the same person or organization at one time.

Unless a special written arrangement is made with the NISGUA office, rental periods are limited to 3 weeks.

The NISGUA office must be notified at least 3 business days in advance of the date a video is desired. If expedited shipment is requested, the renter will be billed for the additional shipping costs.

Video(s) Requested:

1. _____
2. _____
3. _____

Renter:

Name: _____

Organization: _____

Address: _____

City: _____

State, Zip: _____

Date video(s) needed: _____

Special shipping requested? _____

Total Expenses:

Subtotal: _____

Shipping: _____

Total amount due: _____

Payment Options:

Credit Card: Visa/MasterCard

Card #: _____

Expiration Date: _____

Please read our video rental policies and sign below to initiate your order. Your request will not be processed without a signature indicating you have read, understood, and agree to our video rental policies below.

NISGUA's Video Rental Policies

Due to abuse of our once lenient rental policies and the resultant loss of irreplaceable items from our video collection, NISGUA has had to develop stricter rental guidelines.

PLEASE NOTE: Videos are due back in the NISGUA office 3 weeks from the original shipment date to the renter. Late charges of \$5/day will apply after this point.

A video will be considered lost if it is not returned to NISGUA within 5 weeks of the original shipment date from our office.

All lost or damaged videos will be billed to the renter according to the cost of replacement (anywhere from \$50-\$500), plus a \$50 fee for loss of staff time and lack of video availability to other interested parties. Videos that cannot be replaced will be billed at \$400 each.

If a renter does not keep proof of shipment and a video does not arrive at our office within the aforementioned 5 weeks, responsibility will lie with the renter; it will be presumed the video was never mailed and full replacement charges will apply. Replacement charges will apply on top of any late charges already billed.

All shipments from NISGUA's office will be tracked and insured to guarantee arrival in good condition. Renters will not be held liable for shipments mailed from our office that don't arrive and did not include a tracking method or were damaged en route.

When returning videos, please make sure they are packed carefully, insured for \$400, and return them to us at:

NISGUA
1830 Connecticut Ave, NW
Washington, D.C. 20009

Please indicate that you have read, understood, and agree to NISGUA's Video Rental Policies by signing below.

Name and Signature

Date

If you have any questions, feel free to contact our office at 202-518-7638. We're actually much nicer than we sound here, we promise.