



**ARE 4.0 STUDY GUIDE MATERIAL CHECK-OUT REQUEST**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zipcode

\_\_\_\_\_  
Day Phone

\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

**MATERIALS TO BE CHECKED OUT:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Due Date (3 weeks, by 5 pm)**

**Credit Card Information**

Your credit card will be charged in the event that materials are not returned to the library.

Credit Card #: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Study materials must be picked up and returned to the AIA Salem Library office during its regular business hours. Study materials for only one ARE Section may be checked out by an individual at a time. With regard to the materials, you may not: (a) write on, tear, fold or damage the materials in any way. By signing this agreement, you acknowledge you have read this Agreement and agree to abide by the stated rules and regulations. Failure to do so will result in charging your credit card to replace missing materials.

Signature \_\_\_\_\_