OCTA SCRIPT LIBRARY ORDER FORM
(Please type or print clearly)

NAME: _____ **DATE:** _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

THEATRE AFFILIATION: _____

IF THERE ARE QUESTIONS, DAYTIME PHONE NO.: _____

_____   _____
Signature of Requester   **Signature of Theatre President/Treasurer**

SCRIPTS REQUESTED: (Please list in alphabetic order)

1. _____   9. _____

2. _____   10. _____

3. _____   11. _____

4. _____   12. _____

5. _____   13. _____

6. _____   14. _____

7. _____   15. _____

8. _____

SEND THIS FORM TO: **AARA WISE**
464 SHERWOOD DOWNS RD SOUTH
NEWARK, OH 43055

LIBRARY POLICY: **Scripts are available for reading purposes only. As many as 15 books may be ordered at one time - for a two month period. A twenty ($20.00) dollar refundable check must accompany THE script request. The check will be refunded IF the scripts are returned by the due date. Overdue scripts will receive a past due reminder, followed by an invoice. The replacement amount charged per script is ten ($10.00) dollars. The deposit is forfeited once scripts are overdue. Script request forms must be signed by the person requesting scripts and the theatre President or Treasurer. Any theatre with overdue scripts or outstanding bills will be denied the use of the library. No scripts are permitted to be ordered via the telephone. When sending an email or fax order, scripts will not be mailed out until the refundable deposit is received. When ordering scripts, please indicate a complete street address where the books should be sent. When books are returned, a separate letter must be sent to the OCTA library indicating the method shipped, date shipped, and the titles of the scripts being returned.**

(Rev. 7/2011)

**It is advisable to give a full list of the scripts needed when placing orders. Even if the title may not be in the catalog, it may have been added since the printing of the catalog. If it is not in the library, the title is added to the list for purchasing by OCTA.