

# UNIVERSITY BOOKSTORE TEXTBOOK RESERVATION FORM

Effective: Spring 2018

Avoid the lines, increase your number of used textbooks and relax the first week of classes...

## DUE DATE:

Send your request to arrive on, or before, **Sunday, December 17<sup>th</sup>, 2017**

## HOW TO ORDER:

Fill out the form on the other side of this sheet and send your request by one of the following ways:

**In Person:** Bring your request to the University Bookstore

**By Mail:** Mail your completed form to: **The University of Findlay Bookstore**  
**Attn: Textbook Reservation**  
**1330 North Main Street**  
**Findlay, OH 45840**

**By Fax:** Fax your completed form to: **The University of Findlay Bookstore**  
**419-434-6553**

## FINAL REFUND DATE:

**Final refund for Spring 2018 semester – 7 days from first day of classes**

(After the final refund date, texts may be sold back to the bookstore at the current wholesale price.)

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## TEXTBOOK REFUNDS:

Current textbook policies remain in effect for pre-orders. The policy is as follows and will be attached to your reservation receipt which will be included in your reservation box upon pick-up.

You must have your dated cash register receipt for the books in order to receive a refund. We will NOT accept any return without the properly dated original receipt. NO EXCEPTIONS.

New books must be in perfect condition, free from writing, stains, marking or damage to the cover/binding in order to be eligible for a full refund. Pre-packaged texts must be intact and complete. This will be decided by the University Stores Manager. All custom printed/published items are NOT returnable for refund. DO NOT write in any book until you are certain there is no reason to return it. Defective books are exchanged at any time during the semester: new for new, used for used where available - price difference must be paid by the student.

TEXTS BOUGHT AS NEW WILL BE REFUNDED AS NEW  
TEXTS BOUGHT AS USED WILL BE REFUNDED AS USED

## TEXTBOOK RESERVATION PICK-UP BEGINS Monday, January 8<sup>th</sup> at the Bookstore

Please note that your credit card may be charged  
as early as Monday, December 18<sup>th</sup>, 2017

<https://shop.findlay.edu/>

email: [Bookstore@findlay.edu](mailto:Bookstore@findlay.edu)

## UNIVERSITY BOOKSTORE

# TEXTBOOK RESERVATION FORM

Effective: Spring 2018

The University of Findlay Bookstore's Pre-Paid Textbook Reservation Program

Fill out the form below and provide your **Visa, MasterCard, Discover or American Express** card information with your signature. Make sure that your request arrives at the University Bookstore no later than December 17<sup>th</sup>, 2017. When you return to campus from break, check in at the University Bookstore for your Textbook Reservation. You **MUST** have your University ID or other photo ID for pick-up. For security reasons, boxes are released only to the person listed on the form below.

## STUDENT INFORMATION: (please print clearly)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## METHOD OF PAYMENT:

Textbook reservations are by credit card or voucher only. Please note that your credit card may be charged beginning **Monday, December 18<sup>th</sup>, 2017**. Please specify if you will be using Financial Aid. *If using financial aid please call the business office at ext 4690 and request an electronic voucher be sent to the bookstore to avoid processing delays. Vouchers will NOT be issued until 2 weeks before the session starts.*

Financial Aid/Voucher: \_\_\_ Credit Card Number: \_\_\_\_\_ Expires: \_\_\_\_\_ CVV# \_\_\_\_\_

Signature: \_\_\_\_\_ Cardholder Phone: \_\_\_\_\_

**By signing above, I acknowledge that my credit card/voucher will be charged between the dates indicated.**

## TEXTBOOK REQUEST:

Do you prefer **new** or **used** textbooks? Used books are given on a first come, first serve basis so it is best to submit your form promptly. (Used textbooks are priced approximately 25% less than new textbooks.) If used books are not available, new books will be given.

New \_\_\_\_\_ Used \_\_\_\_\_ Rental \_\_\_\_\_

Do you want **required textbooks only** or **required and optional textbooks**? (Optional textbooks are study guides, dictionaries, etc. and can be purchased later if needed)

Required only \_\_\_\_\_ Required and Optional \_\_\_\_\_

If your schedule requires any of the items below, please put a check next to the items that you already have:

Little Oiler Handbook (ENGL 104 & 106) \_\_\_\_\_ Audience Response System (Clicker) \_\_\_\_\_  
Red TI-30 Calculator (Chem 111/130/131) \_\_\_\_\_ Goggles (Chem 111/130/131) \_\_\_\_\_

## COURSE SCHEDULE:

Please list your complete schedule so that we will be able to fill your order correctly. (See examples)

DEPARTMENT	COURSE #	SECTION #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Examples</u>		
DEPT	COURSE#	SEC#
MATH	123	N1
CHEM	130	06
CHEM	130L	05

### NOTE:

**If you are registered for a class that is a "continuation course," you may not need to order the textbook.**

### EXAMPLE:

**ACCT 220/221  
ECON 200/201**