

Loan item application form

No. _____

Date	(Month, Day, Year)	
Name		
Office Address		
Contact Information	Phone	
	Cell	
	E-mail	
Item description	Number	
	Title (If no No.)	
Intended purpose of use		

Your Loan Limit	(Month, Day, Year)
Signature of Loaner	

Date of return	(Month, Day, Year)
Signature of person who received return	

<Terms of use> For DVDs, VHSs, Books and Japanese language study materials;

Loan limit: 10 items/loan

Loan period: 3 weeks (with one possible extension of 2 weeks upon request.)

Shipment options (USPS): The return postage is the responsibility of the individual requesting the loan.

*For Tea ceremony, Ikebana and Japanese cultural items, the condition for loan varies. For more information, please contact us.

<In case of loss, damage or defacement...> In the unforeseen event that an item loaned out to you becomes lost, damaged or defaced, We ask that you please contact us as soon as possible. *If it isn't possible to return an item in the same condition as it was originally, you may be held responsible for its replacement or equivalent.