

# Agreement for Trans-Amigos Express and TExpress

By signing below,

I agree to submit monthly usage statistics (number of packages sent; number of packages received) by the **10th** of each month for the preceding month.

## Cancellation Procedures

Amigos and TAE/TExpress require **written notice** at least 30 days prior to the **beginning** of the month that service and billing are to terminate. Any library participating on the first day of any month is obligated to pay for the full month of service. Written cancellation may be mailed, faxed, or emailed to [tae@amigos.org](mailto:tae@amigos.org).

## Responsibility

*Borrowing libraries will be responsible for the replacement costs of items lost or damaged (replacement or repair cost of the item only; not additional processing fees). Borrowing libraries are responsible for items from the time they are shipped by the lending library until the lending library receives them upon return in accordance with the National Interlibrary Loan Code.*

*The courier does not track or insure (reimburse) for lost or damaged items.*



Type or print all information		
Name of institution or public library:		OCLC Symbol:
PHYSICAL DELIVERY ADDRESS		
Address:		
City:	State:	Zip Code:
BILLING INFORMATION		
Street address or PO box:		
City:	State:	Zip Code:
Authorized signature:		
Print name here:		Date:
Payment method: <input type="checkbox"/> Deduct from Amigos Deposit Account <input type="checkbox"/> Invoice Annually		
REQUIRED INFORMATION		
Enter hours of operation:		
Trans-Amigos Express contact person for this site:		
Phone number:	Fax number:	
Email address:		
Date to begin Service:		
Level of Service (check one):		
<input type="checkbox"/> 5-day per week service <input type="checkbox"/> 3-day per week service <input type="checkbox"/> 2-day per week service		

**Return To:** Amigos Support Desk, Amigos Library Services, 14400 Midway Road, Dallas, TX 75244-3509,  
Fax: 972/991-6061, [tae@amigos.org](mailto:tae@amigos.org)