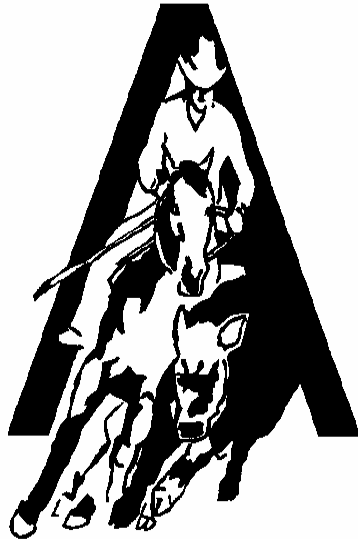


# ALBERTA REINED COW HORSE ASSOCIATION



## Alberta Reined Cow Horse Association

Box 27  
Delburne, Alberta  
T0M 0V0

Telephone: 403-396-3643  
Fax: 403-749-2778  
E-mail: [albertarcha@hotmail.com](mailto:albertarcha@hotmail.com)  
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### ALBERTA REINED COW HORSE ASSOCIATION VIDEO BORROWING POLICIES

#### **Overview**

The video library is a free service available only to paid members. ARCHA offers a limited selection of video titles to meet various member requirements. New titles will be added, as they become available. If a title is not listed that you would like to order, please inform us and we will attempt to locate the video for you. The decision whether to purchase requested videos remains within the discretion of the Board of Directors. Members can order up to two videos at a time, or one multi-volume set.

#### **Return Due Date**

The due date for all video rentals is 21 days after the order has been shipped. If there is a delay in mailing, the due date will be extended accordingly. Videos should be returned to ARCHA by the 21<sup>st</sup> day of the rental period. Overdue videos not received within ten working days after the due date will be considered lost and the tape will be charged to the VISA number.

#### **Cost of Rental**

There is no charge for this service. Members will be contacted regarding any video that is unavailable during the requested time. Members are responsible for return postage (mail or courier) of the video(s).

#### **Shipping & Handling**

Videos will be sent by mail C.O.D. in a bubble wrap package and MUST BE returned in a bubble wrap package by mail prepaid. Any member wishing videos to be sent by courier should advise ARCHA prior to shipping. Members will be responsible for paying any courier charges.

#### **Rental Deposit**

A VISA number is required to secure video rentals. Damaged or not returned tapes will be charged to the VISA number at the current replacement cost. A valid VISA number along with the expiry date and authorizing signature of the cardholder must be included with the order form.

#### **Rental Agreement**

Members are responsible for returning each video in the supplied case in good condition. Any damaged or non-functional videos returned to ARCHA will incur a charge to the VISA number. Members are not permitted to copy or duplicate videos.

#### **How To Order**

Members should forward a completed order request along with a valid VISA number. Orders can be sent by fax. E-mail orders must be accompanied by credit card information. Orders will not be processed until a VISA number has been received.

### RENTAL ORDER FORM

ARCHA  
Box 27 Delburne, Alberta T0M 0V0  
Telephone: 403-396-3643  
Fax: 403-749-2778  
E-mail: [albertarcha@hotmail.com](mailto:albertarcha@hotmail.com)

Website: [www.northernhorse.com/archa](http://www.northernhorse.com/archa)

Please complete all information in the space provided on this order form. You can return this form by fax, mail or e-mail. Any orders received without a VISA number will not be processed until the number has been received.

Video # 1 \_\_\_\_\_

Video # 2 \_\_\_\_\_

**NOTE:** In the case of damaged or unreturned tape(s), current replacement costs will be charged against the credit card.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

VISA #: \_\_\_\_\_

EXPIRY: \_\_\_\_\_/\_\_\_\_\_

SIGNATURE OF CARDHOLDER: