

Policies and Procedures

1. There is no charge for the use of video(s). However, a fee for shipping and handling (receiving and returning) will be charged. An invoice for this amount will be billed directly to your company's home office.
2. Items are checked-out for a two-week period, including shipping time.
3. Items must be at the MPGA office by the return date indicated on the enclosed form. There will be a late fee of \$5.00 per week per item.
4. The user is responsible for any damage or loss of items. Cost of replacement or repair of any item will be charged to the user.
5. The user will be invoiced for any late fees and/or damaged items upon return of the items to MPGA.
6. If your requested video is in use by another company, you will be advised of the estimated return time.
7. Questions should be directed to MPGA at (601) 354-4077.
8. **PLEASE REWIND**

MPGA Video Library Rental Form

Company: _____

Contact: _____

Address: _____

Telephone: _____

Item Number	Title	Date Needed
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please return a copy of this form by mail or fax to:
Mississippi Propane Gas Association
808 North President Street
Jackson, MS 39202
(601) 354-4077**

FAX: (601) 353-5561