

# Education Resources Borrowing Form

## (Applicable to Schools and Institutions in Macau)

Address: Rua de Abreu Nunes No.6, Edf. Iao Lun, 1 Andar A, Macau  
 Tel: (853)2843 5335 - Fax: (853)2835 2737

School/ Institute's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please send this form to us at least 2 working days before the borrowing date. A maximum of 3 items can be borrowed for 1 week.**

Borrowing Date: (DD/MM/YYYY) \_\_\_\_\_ ( Please collect materials as arranged)

Return Date: (DD/MM/YYYY) \_\_\_\_\_ (Two weeks maximum)

Purpose: \_\_\_\_\_

Materials Title (3 items can be borrowed each time)

|                  |    |    |    |
|------------------|----|----|----|
| Exhibition Board | 1. | 2. | 3. |
|------------------|----|----|----|

|        |    |    |    |
|--------|----|----|----|
| Others | 1. | 2. | 3. |
|--------|----|----|----|

※ To ensure proper usage of materials, please follow the guidelines accordingly:

**Guidelines**

- All materials can be borrowed for two weeks maximum. Borrowed items should be returned on or before the due date. A late charge of MOP\$10 per item per day will be levied.
- Penalties of MOP\$450 for each piece of Exhibition board.
- All materials borrowed should not be reproduced in any form, publicly distributed or used for fundraising or promotion purpose without prior permission from World Vision of Macau Association.
- Please use the hooks or clips for hanging the exhibition board or the picture. **Do Not** use tapes or staples. Please put the exhibition board in correct order before returning them to us.
- Please keep the material(s) clean.

Signature of the applicant (with chop of school/ institute):

Signature of the recipient:

\_\_\_\_\_

Date:

\_\_\_\_\_

Date:

Your personal data will be kept strictly confidential by World Vision of Macau Association for communication purpose, and forwarded to service providers as needed for processing donation and sending receipts. We would like to keep you updated on our ministry, fundraising and other educational activities. If you would like to stop receiving information from us, please call (853) 2843 5335.

**World Vision of Macau Association is a Christian humanitarian organisation working to create lasting change in the lives of children, families and communities living in poverty.**

Official Use Only

Materials Released by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Materials Received by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_