

Administration & Finance
Fri 4/24/2020 4:36 PM
Colleagues,

The following email regarding Textbook Rental Services Spring textbook returns was sent to all applicable undergraduate students this afternoon. Please feel free to contact me if you have any questions.

Thank you,
[Robin Tuxen](#)
Administration & Finance

Students,

We hope this message finds you well. Textbook Rental Services will only be receiving Spring 2020 textbooks back by having you ship them back via FedEx. At this time there will not be an option to return them in-person. Please be aware of the due dates and instructions on how to ship your books back through the instructions below:

1. Due Date:
 - a. The shipping date MUST be on or before the due date of May 18th to avoid paying any penalties. If the shipping date is after May 18th, a \$20 processing fee and \$10 per item charge(s) will apply. Many of the textbooks are needed for summer session, so a timely return is also greatly appreciated by your fellow students.
 - b. If textbooks are shipped 10 calendar days after the due date, i.e. May 28th, or if course material(s) are returned with damage beyond normal wear and tear, then your student account will be charged for the replacement cost at 75% of the publisher's list price for a new copy, in addition to the processing fee and per item charge(s).
2. Following this email, you will be emailed a pre-paid shipping label from FedEx. If you do not receive this email within 24 hours, please let us know ASAP.
 - a. All Textbook Rental textbooks must be shipped back at the same time in one package as there is only one pre-paid label per student.
 - b. Please place textbooks in a garbage bag or wrap them in plastic to help avoid damages in transit. Damage is your responsibility.
 - c. Below is a list of all textbooks currently checked out under your student account.
 - d. You MUST ship your package via FEDERAL EXPRESS. The label that is emailed to you must be taped to the exterior of the top of the box.
 - e. Textbook Rental signs for all packages when they arrive. That information is logged into the shipper's database by tracking number so you can track your shipment and have proof of delivery.

3. You MUST send an email from your UWL email account to textbook@uwlax.edu the same day you ship your course materials.
 - a. In the Subject Line of the email, please type the words, "LAST NAME, FIRST NAME: COURSE MATERIALS RETURN".
 - b. In the body of the e-mail, please include your name and your UWL student number, your Federal Express tracking number and the individual 14 digit barcode number found in the upper right hand corner on the back cover of all your course materials.

SAMPLE:

Your list of currently checked out textbooks due on 5/18 is as follows (Barcode – ISBN – TITLE):

40000000223612 - 978-0-7360-7552-7 - LIFE SPAN MOTOR DEVELOPMENT
40000000300846 - 978-0-321-92704-0 - HUMAN ANATOMY & PHYSIOLOGY

Thank you,
Textbook Rental Services
608.785.8853
textbook@uwlax.edu