

**RESERVATION FORM
FOR TRAVELLING EDUKITS**

Thank you for your interest in the Museums' travelling educational products.

Please note: reservations are made on a first-come, first-served basis. We will contact you shortly after receiving this application to confirm your reservation dates and to send you a Loan Agreement, which must be signed and returned to us. We will then send you the requested product(s).

<p>Borrower's Contact Information</p> <p>Name and title: _____</p> <p>School / Organization name: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>Province: _____ Postal code: _____</p> <p>Telephone: _____</p> <p>E-mail: _____</p>
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<p>Shipping Information (if different from above)</p> <p>Contact Person at Shipping / Receiving: _____</p> <p>Civic Address: _____</p> <p>Shipping / Receiving Telephone Number: _____</p> <p>Shipping and receiving hours: _____</p>
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<p>Estimated number of users</p> <p>Youth: _____ Adults: _____ Classes: _____</p>
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Name of Travelling Educational Product	Period Required (dd/mm/yy to dd/mm/yy)*

* Note: minimum borrowing period is one month. Please reserve early to avoid disappointment.

Please send this form by e-mail to:

Ingenium, Ottawa
Outreach-rayonnement@IngeniumCanada.org