

## AIA San Diego Chapter ARE 4.0 Study Material Check-Out Request

Name (Please Print): \_\_\_\_\_

Please Select Exam Section Requested (limit one exam section per request):

**AIASD Member:**

Yes: Please provide AIASD member # \_\_\_\_\_

**KAPLAN A.L.S LEARNING SYSTEMS:**

Firm Name: \_\_\_\_\_

**Building Design & Construction Systems**

**(\$200 Deposit Required):**

*Study Guide*  
*Question & Answer Book*  
*Practice Vignettes*  
*Flash Cards*

**Construction Documents & Services**

**(\$200 Deposit Required):**

*Study Guide*  
*Question & Answer Book*  
*Practice Vignettes*  
*Flash Cards*

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**Building Systems**

**(\$200 Deposit Required)**

*Study Guide*  
*Question & Answer Book*  
*Practice Vignettes*  
*Flash Cards*

**Programming, Planning & Practice**

**(\$200 Deposit Required):**

*Study Guide*  
*Question & Answer Book*  
*Practice Vignettes*  
*Flash Cards*

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**FOR OFFICE USE: (Do Not Fill Out Section Below)**

<b>Check Out Fees:</b>			<b>Payment Method:</b>		
	Member	Non-Member		<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check
Check Out (2 Weeks):	\$10	\$25	\$ _____	<input type="checkbox"/> Cash	
Renewal (1 Week):	\$5	\$10	\$ _____	<i>(Credit Card information required for deposit)</i>	
<b>TOTAL DUE:</b>			\$ _____	Credit Card #	_____
				Type: _____	Exp. Date: _____
				Billing Address:	_____
<b>Late/Damage Fees:</b>				Signature	_____
Late Fees:	\$ 5.00	x _____ days	\$ _____	Total Charged	_____
Damages:	\$ 0.50	x _____ pages	\$ _____		
<b>TOTAL:</b>			\$ _____		
<b>Important Dates:</b>					
Date Out	_____				
Date Due	_____ <input type="checkbox"/> by 5:00 PM <input type="checkbox"/> by 10:00 AM				
Renewal Date	_____ <input type="checkbox"/> by phone <input type="checkbox"/> by e-mail				
New Due Date	_____ <input type="checkbox"/> by 5:00 PM <input type="checkbox"/> by 10:00 AM				
<b>Replacement Fee \$ 200.00 charged if not returned by:</b>					

**Structural Systems**

**(\$200 Deposit Required)**

*Study Guide*  
*Question & Answer Book*  
*Practice Vignettes*  
*Flash Cards*

**Schematic Design**

**(\$200 Deposit Required)**

*Study Guide*  
*Practice Vignettes*

**Site Planning & Design**

**(\$200 Deposit Required)**

*Study Guide*  
*Question & Answer Book*  
*Practice Vignettes*  
*Flash Cards*

I have read the "ARE Study Material Check-out Policy" and reviewed the above information. I understand that I will be charged any and all fees as stated above should I fail to comply with this information. Failure to meet these dates and times will result in late and replacement fees being charged as noted on this form.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return this form via fax or e-mail to the AIA San Diego office at (619) 232-4542 or info@aiasandiego.org. Materials may be picked up & returned in person to AIA San Diego, 233 A Street, Suite 200, San Diego. If you have any questions, please contact AIA San Diego at (619) 232-0109.