

Instructional Materials Storage Agreement

To provide a convenient method for shipping and storing materials prior to the 2018 Oregon Instructional Materials Evaluation, NW Textbook Depository has agreed to provide space for storage of shipped materials during the week of July 30-August 3, 2018. If you elect to store your materials at Western Oregon University, further instructions will be provided including dates and times of when materials may be delivered.

NW Textbook Depository will allow storage of materials for evaluation, as long as the following timeline is adhered to:

July 30-August 3	August 3	August 6
Instructional materials may be shipped to NW Textbook Depository to arrive during these dates.	Publisher representatives may come to NW Textbook Depository to check their shipments during the hours of 9:00am-3:00pm.	Publisher representatives may come to NW Textbook Depository to pick up their materials between the hours of 9:00am-3:00pm.
Ship To: ODE Social Sciences Adoption NW Textbook Depository 17970 SW McEwan Rd. Portland, OR 97224	Please Call: Melissa Quintanilla 503.906.1100	Please Call: Melissa Quintanilla 503.906.1100

All materials stored at Northwest Textbook Depository and/or Western Oregon University are the responsibility of the publisher. The Publisher agrees not to hold Northwest Textbook Depository, Western Oregon University or the Oregon Department of Education responsible for any losses occurring during the shipping and storage of these materials.

I, _____, a representative of _____ (*publishing company*)

_____ will not store materials at Northwest Textbook Depository or Western Oregon University prior to my presentation date.

_____ will store materials at Western Oregon University for the week of August 6-10, 2018 and agree to the following:

_____ will store materials at Northwest Textbook Depository prior to my presentation date and agree to the following:

- Items stored at the Northwest Textbook Depository and/or Western Oregon University are insured for damage and loss through insurance obtained by the publisher.
- Items not removed from Northwest Textbook Depository by 5:00PM on August 10, 2018 will be returned to sender. Publisher agrees to pay these shipping costs.
- Items **may not be shipped** directly to Western Oregon University (*they must be delivered by a representative of your organization*).
- Items not removed from Western Oregon University by 4:00PM on August 10, 2018 will become the property of ODE. Publisher agrees to pay costs associated with removal from the review site.

(Signature)

(Printed Name and Title)

(Date)