



To Whom It May Concern:

This letter represents an agreement between Goodwill Industries Big Bend, Inc. of Tallahassee, FL and the Florida State University Film School.

Students of the film program at Florida State University have permission to borrow clothing and props from any Goodwill Store in Tallahassee Wednesday - Sunday as long as they provide a signed copy of this letter and a valid credit card at the time of Pick Up. Please no shopping or returning of items on any Monday or Tuesday.

An imprint of the credit card will be held at the store where items were borrowed until said items are returned. If the student fails to return the items on time, or if the condition of the items has worsened over the time the student had the items, the credit card will be charge for the full price of the items. If, however, the items are returned in the same condition and in the allotted amount of time, the credit card imprint will be destroyed and the student will not be charged any amount for the borrowed items.

Any student borrowing items from any Goodwill must adhere to these conditions.

Brooke Lochore

Brooke S. Lochore
VP – Public Relations
Goodwill Industries – Big Bend, Inc.
300 Mabry Street
Tallahassee, FL 32304

Tony Ciarlariello

Tony Ciarlariello
Production Supervisor
Florida State University Film School
Tallahassee, FL 32306

Understood and Agreed:

FSU Film School Student Printed Name

FSU Film School Student Signature

Date

Phone Number

Items will be returned by: _____

Goodwill Store personnel: Please complete a list of the items being borrowed (including price) and make an imprint of the credit card. Make a copy of this list of items for the student. DO NOT transaction as a purchase – attach the credit card imprint to the list and place in a file as directed by your manager (use the FSU Film School File). When the items are returned in good condition within the specified time period, destroy the credit card imprint and return the items to the sales floor. If the items are not returned within the specified time period or they are returned damaged, the price of the missing or damaged items should be charged to the credit card. Question should be directed to your manager, Sales office or Brooke Lochore at 576-7145 ext 107.

