

TAPE/DVD/CD COPY ORDER FORM



(Complete and send with master to ETS Office, 127 Burton Building)

Today's Date:	
Time:	

Contact Information:

Contact/Representative:	
Department/Company:	
Building / Room #:	
Email Address:	
Address:	
(for billing purposes)	
City, State, Zip Code	
Phone:	



*Entertainment &
Technical Services
Lipscomb University
3901 Granny White Pike
Nashville, TN 37204
615-269-1234*

TYPE OF MEDIA		
	Audio Cassette Copy including tape	\$1.00
	Audio Cassette Copy w/customer tape	N/C
	VHS Video Copy including tape & Jacket	\$10.00
	VHS Video Copy w/customer tape	\$5.00
	CD Copy including CD & Case	\$5.00
	CD Copy w/customer CD	\$4.00
	Direct DVD Copy including DVD & Case	\$5.00
	Direct DVD Copy w/customer DVD	\$4.00
	VHS to DVD transfer including DVD & Case	\$12.00
STOCK MEDIA		
	Blank DVD+R disc	\$2.00
	Blank CDR disc	\$1.00
	Blank VHS Tape (T120)	\$3.00
	Blank Audio Cassette (C90)	\$1.00
	Other	
	(please describe)	
SERVICE TURNAROUND		
	Standard Service-three working days	N/C
	24 Hour Express Service (x2 copy rate)	
POSTAGE IF SHIPPED VIA U.S. MAIL		
	Shipping for Audio Cassette	\$1.00
	Shipping for VHS/CD/DVD	\$2.00
TOTAL		

OFFICE USE ONLY

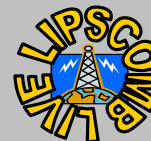
Order taken by:

Assigned to:

Spot Checked:

Notes:

Completed:



Speaker/Topic/Event:

Duplication orders of 75 units or more are based off of \$10.00 per hour labor charge and supplies only.
All large duplication orders are given job/event numbers in order to provide a breakdown of all costs

METHOD OF PAYMENT (must be completed before duplication)

<input type="checkbox"/>	Cash	<input type="checkbox"/>	Check	<input type="checkbox"/>	Budget Transfer
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(please check one with an X; all checks will need to be payable to Lipscomb University)

Budget Code:

example: 100001-288900-400019-13100 for Lipscomb Departments only!