

# 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  
One University Park Drive  
Nashville, TN 37204  
615-966-1234

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
	<b>TOTAL</b>	

### 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)

Cash
  Check
  Budget Transfer  
 (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!