

Media Duplication Request
 Video Technology Services
 Foundation Building
 3070 Presidential Drive/ Suite 240

Client	
Email	
Department	
Campus Address	
Client Phone	
Job Completion	PLEASE ALLOW 10 BUSINESS DAYS TO COMPLETE
Pickup and drop-off via Campus Mail	
	775-2881

FUND _____ ORG _____ PROGRAM _____
 FOPAL # _____ / _____ / _____ Job Req # _____

Supported Formats:

Sources: DVD, DV, DVCPPro, HDV, DVCAM, VHS, 16mm Film, CD, and some file formats i.e. AVI, MPEG, MPEG2, MP3, MP4, MKV
Destinations: DVD, DV, DVCPPro, HDV, CD and some file formats i.e. AVI, MPEG, MPEG2, MP3, MP4, and MKV
Additional formats may be supported upon request please contact x2881 for details.

Project Description:

Format from Source _____
 Format to Destination _____
 Number of Copies _____

Notes:

Basic projects converting to DVD:
 DVD (first copy) = \$10.00
 DVD (additional copies) = \$2.50 ea.

Most other projects or DVD Authoring:
 Billed at \$30.00 per hour plus materials

DVD Label:

Title 1	
Title 2	
Title 3	
Title 4	
Date	

Notes:



Project Cost:

Total: \$ _____