

MEDIA DUPLICATION ORDER FORM

Brown University Media Services

Order Number: _____

Part I – Order Info Date Dropped Off _____ Date Needed: _____

Name: _____ Department: _____

Phone: _____ Account #: _____

Email: _____ Payment Form: _____

Part II – Dub Info - see fee charts on back for rates (Dubbing Charges Per Program Hour “PH”)

	Master Format	Copy Format	Length		Dub Cost		Media Cost		# of Copies		Total Cost
1				x		+		x		=	
2				x		+		x		=	
3				x		+		x		=	
4				x		+		x		=	
5				x		+		x		=	
<i>*PLEASE NOTE: Combining more than 1 master to one copy will add a \$5 surcharge</i>											Order Total

Part III – Label & Other Relevant Info

	Title	Special Instructions / NTSC, PAL, SECAM, etc.
1		
2		
3		
4		
5		

Part IV – please read back before signing

Drop-off:

Print Name: _____

Signature: _____

Pick-up:

Print Name: _____

Signature: _____

MSO OFFICE USE ONLY

MSO Staff Taking Request: _____

MSO Staff Completing: _____

MSO Staff Notifying Patron: _____

Date of completion: _____

Date of first notification: _____

Date of second notification: _____

Date of third notification: _____

D U P L I C A T I O N C H A R G E S

From... (Master/Original)

To... (Dub/Copy)

AUDIO	Cassette	Micro	Vinyl	Reel	DAT	MiniDisc	Digital
Cassette	\$5	\$5	\$15	\$15	\$10	\$5	\$15
Disc (audio or data)	\$15	\$15	\$25	\$25	\$20	\$15	\$15
DAT	\$10	\$10	\$20	\$20	\$15	\$10	\$10

VIDEO	(S)VHS/-C	Mini DV	DVCam	Beta	3/4"	S-VHS	MiniDVD
VHS	\$7.50	\$7.50	\$7.50	\$30	\$7.50	\$7.50	\$7.50
DVD	\$10	\$10	\$10	\$35	\$10	\$10	\$10
Mini-DV	\$12	\$12	\$12	\$40	\$12	\$12	\$12
DV-Cam	\$15	\$15	\$15	\$45	\$15	\$15	\$15
VHS-C	\$7.50	\$7.50	\$7.50	\$30	\$7.50	\$7.50	\$7.50
S-VHS*	\$10	\$10	\$10	\$35	\$10	\$10	\$10
Computer Conversion	\$25	\$25	\$25	\$45	\$25	\$25	\$25

*User must supply blank stock for S-VHS.

DISC COPY	DVD	CD	MP3-Data	MiniDVD	MiniDisc
	\$25	\$15	\$15	\$30	\$25

Media Prices

Media (Capacity)	Cost /Unit	Media (Capacity)	Cost /Unit
VHS (30 min)	\$3.00	Audio Cassette (60 min)	\$2.00
VHS (60 min)	\$4.00	Audio Cassette (90 min)	\$2.50
VHS (90 min)	\$5.00	Audio Cassette (120 min)	\$3.00
VHS (120 min)	\$6.00	Microcassette (60 min)	\$2.00
DVD (variable)	\$2.00	Microcassette (90 min)	\$3.00
miniDV (60 min)	\$6.00	DAT tape (120 min)	\$8.00
miniDV (80 min)	\$10.00	MiniDisc (80 min)	\$3.00
Mini DVD (60 min)	\$8.00	VHS-C (30 min)	\$3.00
DVCam (64 min)	\$30.00	DVCam (124 min)	\$40.00

Important! Read Before Signing...

By signing this form, I agree to the following:

1. I own the rights and/or applicable licenses to the media that I intend to copy. I certify that this media is not pirated or pornographic in nature. Any media which requires licensing and/or permission to duplicate must have an attached letter or memo giving explicit permission for duplication.
2. I agree to pay the fee documented on the front of this form upon completion of the order.
3. I agree to make every effort to pick up media within a timely fashion. I acknowledge that the estimated completion date is approximate and that Media Services is not responsible for any unforeseen complications while completing the duplication process.