Duplication Order

cctvcambridge.org/forms

Consult a CCTV Staff member before completing this form.

► Customer

If Customer is a business or organization, also specify an individual Contact person.

Address, City, State, ZIP

Phone E-mail

► Original Title

Original Length ______ minutes

Original Media Format: Specify one of the following:

O SVHS  O SD Card  O Other

► Order Price

► Duplicate Media: Specify one format for duplicates. If customer is purchasing blank media from CCTV, calculate Duplicate Media Price and specify Sales Tax.

O SD Card  O Other (provided by Customer)

► Labor: Specify labor rate and number of duplication passes. Calculate Labor Price. All orders require one hour and one pass minimum.

O Member: $15 per pass
O Non-Member/Commercial: $30 per hr per pass

Passes ______

► Duplicate Media Price

► Sales Tax (see reverse)

► Labor Price

Total Order Price

► Duplicates Needed by Date

Duplication Instructions:

► By signing and dating this section, I certify that I have the legal rights required to make duplicates of the intellectual material contained in this order and CCTV, its members, volunteers or staff, will not be held responsible for any copyright infringements as a result. I understand that CCTV does its best to protect original copies but will not be held responsible for lost or damaged materials or orders not retrieved after 30 days. I understand that refunds for defective duplicate media purchased from CCTV are given only upon return of the media within seven days from the order completion date.

Signature Date

Is Customer over 18? O Yes O No: Provide Parent/Guardian's Signature

► Duplicates Received by

Signature Date

OFFICE USE ONLY

Date Completed Staff

Dtpd, Tran

Amr O ck O cs O cr

Staff

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