



Imaging Services

Analog to DVD Reformatting Order Form

For Information

Call: Alexander (732)932-7940

Email: copycent@rci.rutgers.edu

Contact Information

Your Name: _____

(please print)

Date: _____

Email Address: _____ Telephone: _____

Original Analog Format Material Information

Material Type: VHS Tape _____ 16mm Film _____

Title of Analog Format Material: _____

Description of information for material: _____

Approximate time of material: _____

Pricing Information

The cost of conversion of a VHS original to one DVD copy is \$15.

The cost of conversion of a 16mm film original to one DVD copy is \$20.

If applicable, please indicate how many additional DVD copies you require:

2-25 Discs	\$2.50 per copy
26-50 Discs	\$13 + \$2.00 per copy
51-75 Discs	\$38 + \$1.50 per copy
76-100 Discs	\$75 + \$1.00 per copy
>100 Discs	\$175 + \$.50 per copy

Pricing for multiple copies is listed in the column to the right.

Total Payment _____

Administrative use only: (do not write below this line)

Payment method: _____

Tracking Dates:

Paid: _____ Original shipped to Media: _____ Original received at Media: _____

Original and copy shipped to IS: _____ Notified material is ready for pickup: _____