Analogue to Digital Reformatting and Duplication Order Form

Contact Information (please print)

Your Name: __________________________________________ Date: ________________
Email Address: ____________________________ Telephone: (_____)______-_____________
Title of Analog Format Material: ____________________________________________________________________________________________

VHS Tape to DVD - (two hour maximum per VHS - DVD)  #___ X $15 = $______
16mm Film to DVD $20 (per reel)  #___ X $20 = $______
Audio Cassette to Digital file or CD  #___ X $10 = $______

Digital to Digital Duplication/Copy (DVD to DVD or CD to CD)

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 $1

Additional items/services available

Light Scribe DVD labeling + $2.50 and/or DVD case with Label + $2.50
DVD/CD label information: ________________________________________________________
______________________________________________________________

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: ________