



# Video Production & Duplication REQUEST FORM

P.O. Box 802, 500 Northeast 6th Street, Pocahontas, Iowa 50574  
866-540-3858, ext 2056 • Fax: (712) 335-5870

## OFFICE USE ONLY

Job Number \_\_\_\_\_

Date Received \_\_\_\_\_

Call 866-540-3858 ext 2056 for assistance filling out form.

**Duplication requests for copyrighted materials MUST HAVE a copyright release from the producer.**

*Please include a statement for giving credit for duplicating materials created by someone else.*

AM 51756 1/13

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_ (No ASAP, Date is Needed) P.O. Number: \_\_\_\_\_

School/Location: \_\_\_\_\_ Requested by: \_\_\_\_\_

Route #: \_\_\_\_\_ Building #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Bill to:  Self Bill  School  AEA#/ Division \_\_\_\_\_  Other \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Ship to: \_\_\_\_\_ Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

**Job Description:** \_\_\_\_\_

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### Service Options

#### Audio & Video Production

- CD Duplication
  
- DVD Duplication
  
- Video Production
  
- Educational TV Recording
  
- Other

### OFFICE USE ONLY

Quantity	Job Description	Unit Cost	Sub Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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**Date Completed:** \_\_\_\_\_ **Total Cost: \$** \_\_\_\_\_