

Duplication Policy & Request Form

As a courtesy, Davis Media Access may process a limited number of duplication requests. DMA has the capability to copy VHS to DVD and DVD to DVD. DMA cannot immediately duplicate a program that is scheduled to be aired. The program must finish the scheduling cycle before a duplicate can be made. This can take up to three weeks.

Individuals ordering copies of another person's program must first get the permission of the program's producer before a copy can be made. DMA can not guarantee availability of a program that is not part of our tape library.

DMA reserves the right to refuse a duplication request for any reason.

There is a fee of \$20 per copy, payable at the time the request is made.

Completed copies may be mailed at a cost in addition to those below of \$5 per copy for postage and handling.

To request a duplication, payment must be made in full at the time of request. Please complete this form.

Print Name
(required)

Phone
(required)

Email

Program Name
(required)

Episode Description

Producer's Name

I verify that I have obtained permission from the producer to obtain a copy of this program:

Signature
(required)

Date

Staff Use Only

Order Date:

Complete at time request is made:

Dub Fee: \$16.77 + Media Cost: \$3.00 + Tax: \$0.23 + Postage: _____ = SubTotal: _____ x #Dups: _____

Invoice#: _____ Staff: _____ = Total: _____

Complete when dub completed:

Date Dub Finished: _____ Date Notified: _____ Staff: _____

Dub Picked Up?: _____ Date Picked Up: _____ Staff: _____

Follow-ups: _____