



Duplication Policy & Dub Request Form

As a courtesy, Davis Media Access may process a limited number of duplication (dub) requests.

- > 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 library.
- > In The Studio is a DMA production licensed under Creative Commons, and as such, blanket permission is granted to request copies without the episode producer's permission.
- > **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. Multi-DVD sets will cost more (please ask).*
- > *Postage and handling is \$5 per copy (if copies are to be mailed), also payable at the time the request is made.*
- > *Please allow 2-3 weeks for your order to be ready for pickup. (Mailing takes an extra week.)*

Print Name*: _____ Phone Number*: (____)_____-_____

Address: _____ Email: _____

_____ (← if YES fill out address) Mail DVDs: YES / NO

Show Name*: _____ Episode # _____ Episode Title: _____

Producer's Name* _____ Number of Copies* _____

*(indicates required)

I verify that I have obtained permission from the producer to obtain a copy of this program, and I understand and agree to the Davis Media Access Duplication Policies.

Customer Signature: _____ Date: _____

Make Check or Money Order payable to Davis Media Access

Mail or fax or deliver your order to:
1623 fifth st., Davis, CA 95616
Phone (530) 756-2419 / Fax (530) 757-2938

Instructions:

1. Make sure name, phone, program name, and number of copies are printed clearly.
2. Make sure address information is neatly printed if dubs will be mailed.
3. Make sure we have access to the program to be duplicated (*Call or Check with the Programming Manager*)
4. Make sure payment is made in full at time of request and the form is signed.

Staff Use Only

Dub Fee: (\$16.77 + Media Cost: \$3.00 + Tax: \$0.23) = **\$20.00** x (#Copies _____) = \$ _____

Optional Postage = \$5.00 (up to 3 copies) = \$ _____

Invoice # _____ Date Order Taken: _____ Staff: _____ TOTAL = \$ _____

Complete when Dub is finished:

Date Dub Finished: _____ Staff: _____

Date Notified: _____ Staff: _____

Date Picked Up: _____ Staff: _____

Customer Pickup Signature: _____