



## Dub Request Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Format: \_\_\_ S-VHS \_\_\_ VHS \_\_\_ MDV X DVD

Producer's Copy? (Circle one) Y or N

(If no - our dub donation charge is \$5 per copy.)

Tape/DVD provided? (Circle one) Y or N

(If no tape is provided recycle tape stock will be used. New VHS additional donation of \$3.00)

Will you be picking the tape up? (Circle one) Y or N

(If no YOU MUST provide a self-addressed mailer before media is mailed)

Signature of receipt of show; \_\_\_\_\_ Date: \_\_\_\_\_

### For Staff Use Only

Producer's Permission Given: Yes X or No \_\_\_

No Estimated Date Staff can have completed? \_\_\_\_\_

Request taken by: \_\_\_\_\_ In Person or over phone? \_\_\_\_\_

Date of Completion: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed by: \_\_\_\_\_

Date person was notified it was completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment Received: Y or N Payment Type: \_\_\_ Cash or \_\_\_ Check

Initial Receipt of payment: \_\_\_\_\_