

The James V. Brown Library
Video Conversion/DVD Copy Services Order Form
Note: We will not convert videotapes or DVDs that contain copyrighted materials.

Date: _____

Customer Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Notes: _____

Order Details:

	Videotapes Title/Description	Quantity Ordered	Minute (if known)
1	_____		
2	_____		
3	_____		
4	_____		
5	_____		

(Use back if necessary)

Drop-Off:

Customer Signature: _____

Date Received: _____

Staff: _____

Item Cost:

VHS to DVD (up to 120 minutes): \$10 per copy, plus tax

DVD to DVD copy (up to 120 minutes): \$10 per copy, plus tax

TOTAL COST: _____

Payment Type:

() Pay at drop-off

() Pay at pickup

Customer notified for pickup:

Date called and staff member: