



JAMES V. BROWN LIBRARY

VHS to DVD Conversion Order Form

Date:

Customer Information

Name:

Address:

Phone Number:

Email:

Notes:

Order Details:

VHS Tape	Title or Description	Minutes on Tape (if known)
----------	----------------------	----------------------------

1.

2.

3.

4.

5.

**Price is \$15 per tape to transfer
\$1 per finished DVD**

(Content will be combined on as few discs as possible.)

Patrons may buy a thumb drive or take the content on their own drive.

(Payment due when items are picked up)

Total number of VHS tapes provided

Number of DVD copies ordered

Total cost plus tax (6%) = Total

Customer signature

Staff initials

The Library cannot convert VHS tapes that contain copyrighted material.