

Memory Keeper VHS to DVD Conversion Services Order Form

Date: _____

Customer Information:

Name _____

Address _____

Phone Number _____

Email _____

Notes _____

Order Details:

	VHS Tape* Title or Description	Quantity Ordered	Minutes on Tape (if known)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Use back of page if necessary

Price is \$15 per copy (up to 120 minutes) plus tax

(Payment due when items are picked up)

Total number of VHS* tapes provided _____

Number of DVD copies _____

Total Cost _____ plus tax (6%) _____ = Total _____

Customer Signature _____

Staff Initials _____

***The Library will not convert VHS tapes that contain copyrighted material.**