EVANSTON CMC
COMMUNITY MEDIA CENTER
PUBLIC • EDUCATION • GOVERNMENT

Dub Request Form

I would like to request a copy of the following program:

_____

Title of Program/Affiliated Organization (if any)

_____ VHS[ ] DVD[ ] _____ - _____

Date Program Was Taped **Dub Format** ECMC Tape Number

The program, or any part thereof, may not be duplicated without the express written consent of the producer(s). The producer(s) shall retain copyright to the program contained on this copy.

FEES FOR TAPE DUPLICATION:

$15.00 when blank VHS tape or DVD disc is provided by the requester.
$20.00 when recorded on media provided by ECMC.

*ECMC provides DVD-R Discs when requested. Not all DVD copies will be compatable with at home players

REQUESTER INFORMATION

NAME_____

ADDRESS_____

TELEPHONE_____

*SIGNATURE OF REQUESTER*_____

-Dub requests must be submitted to staff member on duty.
-Completion of dubs are dependent on staff and equipment availability.
-Dubs are generally ready within 2 weeks of the initial request.
-Call (847) 869-2510 prior to dub pick-up.
-ECMC will not be responsible for dubs that are not picked up within 90 days of dub completion.

FOR OFFICE USE ONLY *(do not write in this area)*

*Total Cost*_____ *PC*___ *Paid*___ *Due at Pickup*___

*Check #*_____ *Cash*_____

*Received By*_____ *Date*_____

*Completed By*_____ *Date*_____

*Pick-up Staff*_____ *Date*_____