

## BMC - DUB REQUEST FORM

If you would like a DVD/VHS copy of any program or video cablecast by Belmont Media Center, please complete this form and return with payment. **All dubs must be prepaid.**

**\$10 - BMC Members**

**\$20 - Non-Members**

If you are a BMC member, and you provide your own blank DVD/videotape, you can make a copy on BMC's **Dub Station** yourself at **no cost**. (Please see a BMC staff member for more information)

### REQUESTER INFORMATION:

Name: _____	Date: _____
Phone: Day:(_____) _____	Eve.:(_____) _____
Email address: _____	
Organization: _____	
Address: Street: _____	
City: _____	State: _____ Zip: _____

**PROGRAM INFORMATION:** Check with BMC staff to make sure the Producer of each program has given his/her permission for copies to be made. If the Producer has not given permission, you must contact the producer and have him/her sign below before we can make dubs.

Title of Program:	Producer's Signature (if not already on file)	Length:	# of dubs	VHS / DVD
1.				
2.				
3.				
		<b>For Office Use Only Received by - Date:</b>	<b>Total Due:</b>	
			<b>Total Received:</b>	

Dub(s) completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Dub(s) picked up by: \_\_\_\_\_ Date: \_\_\_\_\_