Media and Technology Support Services
Video Duplication Order Form

(Print this form, complete, and submit to: Media & Technology Support Services, Penn State University, Special Services Bldg., 1127 Fox Hill Road, State College, PA 16803-1824 -- or FAX to 814-863-2574.)

1) Please Print Clearly

2) Name: ____________________________________________

3) Date: ____________________________________________

4) Address: __________________________________________

5) Phone: ____________________________________________

6) Department: ______________________________________

7) Email: ____________________________________________

8) Payment Method: ☐ Departmental Funds ☐ Personal Funds

9) Pickup Location of Completed Order: ☐ 26 Willard Building ☐ Special Services Building

10) Title(s) __________________________________________

11) Length: _________________________________________

12) # Copies _________________________________________

13) Copy(ies) Should Be: ☐ Combined onto one tape ☐ Placed on separate tapes

14) Will Client Supply Blank Tape: ☐ Yes ☐ No

15) Transfer from: ☐ NTSC ☐ PAL ☐ SECAM

16) Transfer to: ☐ NTSC ☐ PAL ☐ SECAM

17) Country to be used in: _____________________________

18) Record Copy(ies) in: ☐ Standard Play (SP) ☐ Extended Play (SLP or EP)

19) Special Instructions: ________________________________

As a condition of using the duplication service provided by Media & Technology Support Services, I hereby acknowledge that I understand the provisions of the copyright laws as they pertain to video recordings, and that I will abide by all such provisions. I understand that Media Tech personnel will not duplicate copyrighted materials without written permission from the copyright holder. Paperwork and media are subject to inspection and/or confirmation by Media Tech personnel.

20) ________________________________________________

Customer Signature

Media & Technology Support Services Use Only

Tape Stock Used: ________________________________ Order accepted by: ________________________________

PLEASE DIRECT QUESTIONS TO: John Meredith, Special Services Building, 814-863-4397