DUB REQUEST FORM

TITLE OF PRODUCTION: _______________________________

RSO Sponsor of Event (if any): ____________________________________

Date of Production: ______________ Today’s Date: _______________

Quantity of DVD copies: _______

DUB PRICES

$15.00 per DVD copy

$25.00 for DVD mail-in orders

* Please allow two (2) weeks for a dub to be completed. Pre-order dubs will take additional time. Requests will not be accepted without payment. By signing below, the dub requestor agrees to the aforementioned prices and timeframes provided by UVC-TV 19. If there are any necessary changes or information which UVC-TV 19 is to be made aware of, please contact us at (413) 545-1336 or via e-mail at: UVCTV19@stuaf.umass.edu

For Office Use Only

Staff member accepting request: ____________ Date: ________________

Amount Received: ____________ Completed by: _______________________

Date completed: ______________ Date posted ______________

Date contacted: _________________________

Dub Requestor: _____________________________

E-mail: ________________________________

Phone Number: ___________________________

IF PAYING WITH SPEED TYPE, PLEASE FILL OUT INFORMATION ON REVERSE SIDE OF THIS FORM

SPEED TYPE PAYMENT

If paying by speed type, you must provide the information below and return this form to:
The Center for Student Development Business office will recharge your department directly.

Payment From (Dept., group, etc.)

Speed Key

Dept. ID

Account #

Fund

Description (include date and description of service):

Qty. | Description | Unit $ | Total

Total Amount

Name (print)

Authorized Signature

Date

Pay to UVC-TV19: Department ID A71390100 Speed Key 115296 Fund Code 51119

PROGRAM PICK UP

Signature: ___________________________ Date: ___________________