

Instructional Support Center Drop Off Production Services Request Form Audio/Video Duplication and Conversion

Client Information					
Client Name:				Date:	
Department:					
Email:				Phone:	
Service Request Information					
Project Description: (Attach a separate sheet if necessary).					
Payment Information					
Project type: <input type="checkbox"/> Audio cassette conversion to CD <input type="checkbox"/> Audio cassette duplication <input type="checkbox"/> Editing <input type="checkbox"/> Video format conversion: (PAL to NTSC, NTSC to PAL) <input type="checkbox"/> Video tape conversion to CD <input type="checkbox"/> Video tape conversion to DVD <input type="checkbox"/> Video tape duplication					
Source type: <input type="checkbox"/> NTSC video tape <input type="checkbox"/> PAL video tape <input type="checkbox"/> audio cassette <input type="checkbox"/> miniDV cassette <input type="checkbox"/> DVD <input type="checkbox"/> audio CD <input type="checkbox"/> audio file _____ <input type="checkbox"/> video file _____					
Number of Sources: _____ Source Length: _____					
<ul style="list-style-type: none"> ❖ Price: \$15 per audio/video source (up to two hours in length). ❖ This price is for straight duplication. Any editing involved in the transfer of audio or video will incur an additional fee of \$35 per hour of additional processing time involved. ❖ This price is for one copy and includes the media it is delivered on. Additional copies of a CD or DVD are a separate service provided by the ISC. Please see the ISC consultant for information. 					
Limit of Liability: The Instructional Support Center does its best to ensure that your material is handled with the utmost care and confidentiality. Submitting any media including film, print, slide, video tape, VCD or DVD to the Instructional Support Center for transfer or other handling constitutes an AGREEMENT by you that any damages or loss by the Instructional Support Center and Temple University and its staff will only entitle you to replacement with a like amount of unexposed film, slides, video tape, VCD, DVD, etc.. Except for such replacement the acceptance of the material is without other warranty or liability, and recovery for incidental or sequential damages is excluded. Unauthorized recording of copyright material will not be transferred or duplicated. The equipment used by the ISC respects sources which are protected from duplication and any such media cannot be transferred or duplicated and will be returned to the client upon detection. Also, by signing you authorize Computer Services to charge the FOAPAL listed below or the Diamond Dollar Account provided.					
<input type="checkbox"/> FOAPAL				<input type="checkbox"/> Diamond Dollars	
<input type="checkbox"/> Total Amount:				<input type="checkbox"/> Charged	
<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>		
Client Signature:				Date:	
ISC Use Only:					
Initial Contact:				Drop Off Location:	
Project Lead:				<input type="checkbox"/> HSC <input type="checkbox"/> Tech Center	
Comments:					
Slides are scheduled for pick up on: _____ Location: HSC ISC <input type="checkbox"/> Tech Center <input type="checkbox"/> Total Amount Due: \$ _____ Payment Received <input type="checkbox"/>					
<i>Initials of ISC Consultant verifying completion of form</i>					