



Instructional Support Center
Drop Off Production Services Order Form

Client Information				
Client Name:			Date:	
Department:				
Email:			Phone:	
Production Service				
Service	Price	Quantity	Cost	Diamond Dollars #
Poster w/Background	\$75.00			774713
Poster w/out Background	\$50.00			774714
CD Duplication	\$1.50			774715
DVD Duplication	\$4.00			774716
Slides/images to CD	\$.50/.75/1.00/3.50			774717 (Open)
Image to Film	\$10.00			774718
Audio Transfer	\$15.00			774719
Audio Editing	\$35.00			774720
Video Transfer	\$15.00			774721
Video Editing	\$35.00			774722
Total Cost:				