**Instructions:** This form was designed for UM-Flint Faculty, Staff, and Student Organizations who would like university-related CD or DVD projects to be duplicated. Please complete this form and return it to ITS, 206 MSB, for processing. Duplication policies are available at [http://www.umflint.edu/mcs/mediated-classroom-services-policies#accordion-duplication-policies](http://www.umflint.edu/mcs/mediated-classroom-services-policies#accordion-duplication-policies).

**This request is for:**

- □ Video Transfer to DVD
  - From: □ Camcorder □ MiniDV □ VHS

- □ Duplication
  - Number of CD copies needed: ______  Cost of $1.00 each plus $10/50 session charge: $ ______
  - Number of DVD copies needed: ______  Cost of $1.50 each plus $20/50 session charge: $ ______

**Additional Details**

By default, all CD’s and DVD’s will come with no printed label and a plain white paper sleeve. Any customizations (printed label, hard plastic jewel case, etc.) will cost extra to be quoted by ITS.

**Department or Organization:** __________________________________________________________

**Name (Printed):** ___________________________________________ **Campus Phone:** ________________

**Check one:** □ Faculty □ Staff □ Student Organization □ Other: ____________________________

By signing below, the party identified above agrees to comply with all applicable regulations regarding copyrighted media in accordance with policies of the University of Michigan – Flint.

**Signature:** ___________________________________________ **Date:** ________________

If applicable, chartfields to be charged:

**Shortcut:** ________________

**Fund:** _______  **Dept. ID:** _______  **Program:** _______  **Sub-Class:** _______  **Project/Grant:** _______

**Authorizing Name (Printed):** ___________________________________________________________

Department Head, Dean, or Chair

**Authorizing Signature:** ___________________________________________ **Date:** ________________

This form may be found online at: [http://www.umflint.edu/sites/default/files/groups/Information_Technology_Services/duplication.pdf](http://www.umflint.edu/sites/default/files/groups/Information_Technology_Services/duplication.pdf)