

Date _____

AUDIOCASSETTE/COMPACT DISC DUPLICATION REQUEST

Learning and Technology Services - Audio Production
Music Department
University of Wisconsin - Eau Claire
Eau Claire, WI 54701

completed _____

picked up _____

mailed _____

<p>Name: _____</p> <p>Phone: _____</p> <p>Payment: CHECKS: Make checks payable to UWEC CASH: Take to the LTS, OL1119D</p>	<p>Orders: -Recordings of most Music Department programs can be ordered at HFA247. -If no one is available in HFA247, complete this form and deposit it, WITH YOUR CHECK, in the box outside HFA247. -Mail orders - fill out this form and send to the above address.</p> <p><i>Orders for custom editing of programs should be placed IN PERSON at HFA247.</i></p>
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<p>OPTION 1 - COMPACT DISC - \$10.00 each</p> <p>For events occurring from 1986 to the present. Digitally copied directly from the digital recording. Some programs will require a second disc (provided at no extra charge).</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Program Name</th> <th style="width: 40%;">Date or semester/year</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Program Name	Date or semester/year	_____	_____	_____	_____	_____	_____	<p>OPTION 2 - COMPACT DISC - \$25.00 each</p> <p>For events occurring prior to 1986 (older programs have not been converted to digital format). Digitally copied directly from the analog recording. Some programs will require a second disc (provided at no extra charge).</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Program Name</th> <th style="width: 40%;">Date or semester/year</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Program Name	Date or semester/year	_____	_____	_____	_____	_____	_____
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<p>Note: Copies are usually available within two weeks of placing and paying for your order.</p> <p style="text-align: center;">MAILING OPTION</p> <p>Complete the address box below UNLESS you plan to pick up your order at HFA247. Add \$1.25 per address for shipping to off-campus addresses (up to 3 items per address).</p> <div style="border: 1px dashed black; padding: 10px; margin-top: 10px;"> <p>_____</p> <p>Name</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip</p> </div>	<p style="text-align: center;">COST ACCOUNTING</p> <p style="text-align: center;">Please fill out quantities and costs below and total.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;"><u>Quantity</u></th> <th style="width: 20%; text-align: center;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Option 1 (from above)</td> <td style="text-align: center;">_____ x \$9.48 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding-left: 40px;">Sales Tax</td> <td style="text-align: center;">_____ x \$0.52 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Option 2 (from above)</td> <td style="text-align: center;">_____ x \$23.70 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding-left: 40px;">Sales Tax</td> <td style="text-align: center;">_____ x \$1.30 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="2">Shipping & handling (\$1.25 for up to 3 items to same address) <i>(not needed for a campus address)</i></td> <td style="text-align: center;">_____</td> </tr> <tr> <td>(Make checks payable to UWEC)</td> <td style="text-align: right;">Total</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>		<u>Quantity</u>	<u>Amount</u>	Option 1 (from above)	_____ x \$9.48 =	_____	Sales Tax	_____ x \$0.52 =	_____	Option 2 (from above)	_____ x \$23.70 =	_____	Sales Tax	_____ x \$1.30 =	_____	Shipping & handling (\$1.25 for up to 3 items to same address) <i>(not needed for a campus address)</i>		_____	(Make checks payable to UWEC)	Total	_____
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