Print Form

VIDEO SERVICES
TAPE DUB REQUEST

9300E George Washington Memorial Highway
Yorktown, VA 23690

A fee is required for all external dub requests; VHS and DVD dubs are available. For clients providing their own new VHS tape, the fee is ten dollars ($10.00) per copy. For all others, the fee is fifteen dollars ($15.00) per copy. ***Make checks payable to "Treasurer, County of York".*** Video Services reserves the right to assess additional fees if multiple programs are requested on one tape.

Tapes will be completed as time permits and on a first-come, first-serve basis, unless otherwise noted. **Tape dubs must be picked-up within 30 days of notification of completion.**

Date of Request: _____

Name: _____

Address: _____

_____

Daytime Phone Number: _____

Department/Division (if applicable): _____

Program Requested: _____

Number of Copies: _____ Tape Provided: YES ☐ / NO ☐

VHS ☐ DVD ☐

INTERNAL USE ONLY

Amount Paid: _____ Check #: _____

Dub Completed (date): _____ By (initials): _____

Client pick-up (date): _____ From (initials): _____

Regulation 4
Revised 7/1/02