



VIDEO SERVICES DUB REQUEST



A fee is required for all external USB flash drive requests. 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 external flash drive.

Mail your check with this completed form to: **York County Public Affairs**
P.O. Box 532
Yorktown, VA 23690

USB Flash drives will be completed as time permits and on a first-come, first-serve basis, unless otherwise noted.

USB Flash drives 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: _____

Amount Enclosed: _____

INTERNAL USE ONLY

Dub Request Received (date): _____

Amount Paid: _____

Check #: _____

Client Pick-up (date): _____

From (initials): _____