



VIDEO SERVICES DUB REQUEST



A fee is required for all external DVD dub 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 DVD.

DVDs will be completed as time permits and on a first-come, first-serve basis, unless otherwise noted. **DVDs 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: _____

INTERNAL USE ONLY

Amount Paid: _____ Check #: _____

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

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