

WCET Education & Technology

BEHIND THE GLASS—VIDEO DUPLICATION REQUEST FORM

Each member school of WCET Education & Technology is permitted to have copies of the programs in our library which are available for tape duplication. We are happy to provide this service at a minimum cost.

In order to assure the most efficient service, you must use this form for every tape duplication request. We will no longer accept blank video tapes for your duplication orders. We will supply quality tape stock as part of the service at a reasonable charge.

All orders will be billed as long as a signed copy of the purchase order is included with each request or a blanket purchase order is sent with the first request of the school year stipulating a maximum amount.

There is a \$1.00 charge per lesson. This means that if you want a series that has 15 lessons in it, there will be a \$1.00 charge per lesson (*i.e.*, 15 lessons = \$15.00). Then you need to include the number of tapes at \$4.00 each and the shipping cost. That is how you would get your total. If you have any questions, please call Angel at ext. 566 or Laura at ext.338.

PROGRAM TITLE	SEGMENT(S)	LENGTH	HOW MANY TAPES?	AMOUNT
Behind The Glass	1—3	110 minutes	3	\$3.00
PO#: _____		Total Tapes (T-120 @ \$4.00 each)	3 X \$4.00	\$12.00
Ordered by: _____		Shipping @ \$1.00 per tape	3 X \$1.00	\$ 3.00
Ship to: _____ _____ _____ _____		TOTAL ORDER		\$18.00

Visa or Mastercard #: _____ Exp. Date: _____

Signature: _____

MAIL TO:

WCET Education & Technology
 1223 Central Parkway
 Cincinnati, OH 45214-2890
OR
 Fax to: (513) 381-7520