SERVICE REQUEST FORM

Client:________________________ Phone No:_______________
Dept:__________________ Account No:___________________________
Course No:_______________ Date Received:________ Date Needed by:________
Received By: ______________ Copyrighted Media? ____________________________
Will the materials requested be used directly in the classroom for teaching purposes or for class presentation this term? Yes or No __________________________

All materials are billed according to the Price List, posted in the Center. All non-classroom media is subject to charges of $30.00 per hour (in half hour increments) of actual time taken to perform task plus the cost of Materials or Flat Rate of $8.00 per copy (Non – Archive: CD->CD, VHS->VHS, DVD->DVD, Cassette -> Cassette (No Archive Media under flat rate, No edits, clips, excerpt tapes, track insertion, just straight duplication/transfers from start to finish in SP mode only.) If you need help filling out this form or you have questions, please ask a Jones Media Center Staff person for help.

Note for Media Labels:
If you would like any text printed or Photo on DVD or CD label, please indicate this in the label note section and fill in the template on the back of this form. Send all photos (JPEG ONLY) via e-mail to Jones Media Center Technical Service (JMTS).

Item #1
(Please label Master Tape or Disc w/ Total Run Time) CD and DVD labels use templates on the back of this form. Print Clearly
Title:______________________________________ TRT:____ Call No.________
Source Media Type:_________________ (SP,EP or LP) Destination Media Type:____________________
Quantity:_______ Label Notes:__________________________

Item #2
(Please label Master Tape or Disc w/ Total Run Time) CD and DVD labels use templates on the back of this form. Print Clearly
Title:______________________________________ TRT:____ Call No.________
Source Media Type:_________________ (SP,EP or LP) Destination Media Type:____________________
Quantity:_______ Label Notes:__________________________

CHARGES

Materials_________________________ @ $__________ = $___________
Materials_________________________ @ $__________ = $___________
Operator_________________________ @ $__________ = $___________

Quoted Price: ____________________ Description of Services Quoted : ____________________________ By:_______
Total = $___________

Operator:_________________________ Date:________
Picked Up By __________________________ Date:________

PAID
Account, Cash, Da$h, Visa/ Master Card