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SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
DVD DUPLICATION FORM

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____

REQUEST FOR:

NAME/DATE OF DVD: _____

- Requests for duplication of programs not produced by the Commission will not be accommodated.
- The Commission DVD's are not considered an official record, and there shall be no liability for inadvertent erasure or omission.
- Every effort will be made to complete DVD duplication requests within ten working days based on volume of request and availability of staff.

PLEASE CIRCLE ONE:

**I WILL PICK UP
THE DVD(S)**

**I WOULD LIKE THE
DVD(S) MAILED**

DUPLICATION AGREEMENT:

I agree to pay \$10.00 to the South Washington County Telecommunications Commission in exchange for a copy of the DVD I requested. Add \$2.00 if I want the DVD to be shipped to me via USPS (\$2 to ship 1-5 tapes, \$4 to ship 6-10 tapes, etc). If I indicate that I will pick up the DVD(s) I will come in to the SWCTC office (address below) within 7 days of receiving a phone call from staff informing me that my tape is ready to be picked up.

Signed: _____ Date: _____

MAKE CHECKS PAYABLE TO:
SWCTC

(No credit, or debit cards are accepted, exact cash accepted)

SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
6939 PINE ARBOR DRIVE SOUTH, COTTAGE GROVE, MN 55016
(651) 458-9241 EXTENTION 2