MEDIA DUPLICATION ORDER

pasadena unified school district
351 S. Hudson Ave ▪ Room 012 ▪ Pasadena, CA ▪ 91101 | Voice: 626.568.4524 ▪ 888.900.KLRN ▪ Fax: 626.432.1709

(Office Use Only)

Date:
Staff Name:

Customer Name: _____ **Phone:** _____

Address: _____

City: _____ **State:** _____ **ZIP®:** _____

Media Title: _____

Item		Cost Per Unit	Qty.	Total
VHS	30 Minute Stock	$13.00		
	60 Minute Stock	$15.00		
	120 Minute Stock or EP Mode	$20.00		
MiniDV	60 Minute Stock	$20.00		
DVD		$20.00		
Other:				
Shipping & Handling		$5.00/ea		
Payment Terms: Cash Only, No checks accepted. Orders not picked up within 30 days will be voided.		**TOTAL:**		

Notes & Special Instructions:

(Office Use Only)

MEDIA TYPE:

- ❑ **KLRN Show**
- ❑ **DVD**
- ❑ **VHS**
- ❑ **MiniDV**
- ❑ **Other:** _____

❑ **© Copyright Cleared**

ORDER TYPE:

- ❑ **Internal (NC)**
- ❑ **External**

COMPLETED:

Date: _____

By: _____

CUST NOTIFIED:

Date: _____

By: _____

CUST RECEIVED:

Date: _____

By: _____

I certify that I am the customer listed at the top of this order or an authorized agent thereof. I acknowledge that I have paid all applicable fees and I have received the contents of this order as described. I understand that the contents of this order are provided as-is, and that KLRN, at its sole discretion, may replace defective items at no charge. I understand that use of these items is at my own risk and that KLRN and the Pasadena Unified School District will not be held liable for any damages arising from use of the items contained in this order.

Signed _____ **Print Name** _____ **Date** _____

(Office Use Only)

CUST PAID: **Amt:** _____ **Date:** _____ **Rcpt #:** _____ **Rcv'd By:** _____