



Brockton Community Access

P.O. Box 1057 – Brockton, MA 02303 – Tel: (508) 580 – 2228 Fax: (508) 580 – 0750
www.BCATV.org

VIDEOTAPE COPY (Dub) REQUEST FORM

Brockton Community Access will make videotape copies of programming for community members.
All requests for tape copies MUST BE MADE WITH A MINIMUM OF THREE DAYS NOTICE.

Date Requested: _____ Date Needed: _____

Requested By: _____

Address: _____

City, State: _____ Zip Code: _____

Day Telephone: _____ Evening Telephone: _____

Dub From:		Dub To:	
SVHS:	_____	SVHS:	_____
VHS:	_____	VHS:	_____
Other:	_____	Other:	_____

Length of Dub: _____

Purpose of Dub: _____

Name of program or segment to be dubbed: _____

Monies collected for tape dubs reflect the equipment maintenance, videotape, labor, shipping and handling costs. These costs are calculated on a per program / segment basis.

Tape Dub Costs:	First 30 minutes - \$18.00	31 to 60 minutes - \$22.00	61 to 120 minutes - \$25.00
	<input type="checkbox"/> Each additional hour beyond 2 hours is \$5.00 each		
	<input type="checkbox"/> There is a \$5.00 fee for a RUSH REQUEST		

_____ I will call the office before picking up my tape (Monday - Friday 9am-9pm)

_____ I would like my tape mailed to me at the above address.

There is a \$5.00 fee for postage and handling. Express Mail will be an additional cost.

FOR OFFICE USE ONLY:	
Dub Cost (videotape included):	\$ _____
Shipping & Handling:	_____
Total Amount Due:	\$ _____
Date Request Received:	_____
Completed By:	_____
Pick-up Date and Time:	_____
Approved By:	_____
Payment Received By:	_____
Check #	_____ \$ _____
Cash	\$ _____ Date: _____
Date Completed:	_____
Date Notified / By Whom:	_____
Date Mailed:	_____
Date:	_____