

**MalverneTV 18**  
**Video Duplication Request**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Program: \_\_\_\_\_

Event Date: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_ I have submitted a tape to copy onto.

\_\_\_\_\_ Please copy onto a village tape.

Requests will be met within four weeks, pending approval and availability of the program. There is a standard fee of \$15 per program of one hour or less and an additional \$10 for every additional hour for compensation of work performed. An additional \$5 will be charged if the program is copied onto a village purchased tape. If tape is needed in less than one week, an expediting fee of \$20 will added to the price. Checks are to be made payable to "Inc. Village of Malverne" with "TV 18 Tape Dub" in the memo area. If you have any questions, please contact us at 516-599-1200 ext. 108.

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**\*\*OFFICE USE ONLY\*\***

TOTAL FEE: \$ \_\_\_\_\_