

DVD Request Form

Use this form to request a DVD copy of a program you have seen on *UpNorth TV*, *UpNorth TV Online* or *Government TV*.

Note: Producers of programs on *UpNorth TV* must give the *UpNorth Media Center* permission to distribute copies of their programs on DVD, so some programs may not be available.

Today's Date: _____

PROGRAM – Which program to you want a copy of?

Program Title: _____

Program Description: _____

The program is part of a series. Series Name: _____

QUANTITY

How Many Copies of the Program Would You Like? _____

Programs will be burned onto a DVD, playable in any DVD player, unless another format is requested.

YOU – Tell us about yourself, so we can contact you in case we have questions

Your Name: _____

Organization (if representing a non-profit or government): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

PAYMENT & PICK UP – Payment must be received before we can process your request

Payment of \$15.90 per DVD (includes sales tax) must accompany this request.

Payment can be made in cash, by check (payable to **LIAA**) or credit card (VISA, MasterCard or Discover).

We will notify you when your DVD(s) are ready.

Completed DVDs can be picked up at the **UpNorth Media Center at LIAA**,
324 Munson Ave., Traverse City, MI. For an additional \$5.30 we can ship DVDs to you.

Please call 231-929-3696 if you have any questions.

OFFICE USE ONLY

Approved By:

- Producer
- LIAA Staff
- Other: _____
- Approval Not Required

Notes:

Completed By: _____ Date: _____ Notified By: _____ Date: _____