

Media Duplication Order Form 2009/2010

Main Floor, 1181 Portage Avenue
Winnipeg MB R3G 0T3
Telephone: 945-7880
Toll Free: (800) 282-8069, ext. 7880
Fax: 945-8756
Email: irudub@gov.mb.ca
Online Catalogue: <http://library.edu.gov.mb.ca>
Web Site: <http://www.edu.gov.mb.ca/k12/iru>

**Education, Citizenship and Youth
Instructional Resources Unit
Library
Media Duplication Service**

Patron Information (please print)

Your name and patron number must be provided. If you do not have a patron number with the Library, please indicate home address, home telephone number and teaching certificate number (if applicable). This information is strictly for internal use and will remain confidential.

_____ (204) _____
Date School Phone Number

_____ _____
Patron Name Patron Number

School/Organization

Name of School Division

Address

_____ _____
City/Town Postal Code

(204) _____
Contact phone # for personal pick-up.

PLEASE NOTE:
For VIDEO – A maximum of two (2) programs, with a total recorded time of 60 minutes or less, is allowed per tape. Exceptions are multiple title videos (VT-8000 series) which will not be combined.
For DVD - A maximum of one (1) program is allowed per DVD.

Payment by: (fill in one only)

1 _____
MTBB Acct. # Authorized Signature

2 _____
 VISA - or - MASTERCARD No.

Print Cardholder Name Expiry Date

Authorized Signature

3 __ Attached Signed Purchase Order
4 __ Attached Cheque/Money Order
(Payable to MTBB)
5 __ Enclosed Cash

VHS tape(s) or DVD disc(s) will be provided by the MTBB. Send your duplication order form to the Library at the above address.
Quantity x Cost = \$Total Cost
_____ x \$15.00 = \$_____

NOTE: The \$15.00 fee includes a 60 minute VHS tape or DVD disc with case along with handling charges. PST and GST are included for all items; however PST/GST will not be charged if you use available funds in your Curricular Materials Grant Account at the MTBB. The adjustment for PST/GST will be made by the MTBB.

Duplication Number	Title	Time

Prices effective through March 31, 2010.

Please copy this form as required (on 8 1/2" x 11").