

Videos, DVD and Compact Discs Duplication Order Form

200, de la Cathédrale Avenue
 Room 0140
 St. Boniface MB R2H 0H7
 Telephone : 204-945-3824
 Toll Free : 1-800-667-2950
 Fax : 204-945-0092
 E-Mail : dref@gov.mb.ca
 Online catalogue : <http://dref.mb.ca>

Manitoba Education, Citizenship and Youth
 Direction des ressources éducatives
 françaises/Library and Materials
 Production Branch

Duplication Service

INFORMATION

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

Date _____ School or home phone Number _____

Client Name _____ Client Number _____

School/Organization _____

Address _____

City/Town _____ Postal Code _____

School Division/District Name _____

Shipping Conditions: Mail Div. messenger In person

Payment by: (fill in one only)

1. ____/____/____/____
 MTBB Account # _____ Authorized Signature _____
2. VISA or MASTERCARD No. _____ Card # _____
 _____/_____
 Print Cardholder Name _____ Expiry Date _____

 Authorized Signature _____
3. ____ Attached Signed Purchase Order
4. ____ Attached Cheque/Money Order (Payable to MTBB)
5. ____ Enclosed Cash

The Video tape(s), DVD and Compact Disc(s) will be provided by the MTBB. Send your duplication order to the Library at the above address.
 Quantity x Cost = Total Cost

DVD _____ x 5.00 = \$ _____

Video _____ x 8.00 = \$ _____

Compact Discs _____ x 5.00 = \$ _____

Note: The fee includes a high quality Video tape, DVD or Compact Disc and handling charges. PST and GST are included for all items; however, GST will not be charged if you use available funds in your Curricular Materials Grant Account at the Manitoba TextBook Bureau. The adjustment for PST/GST will be made by the MTBB.

Title of the program or series	Time

For internal use only: Completed _____ Employee's initials _____ Receipt # _____

Please photocopy this form as required.

Voir au verso pour la version française.

Updated September 1st, 2006

