

DVD or 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 and
Advanced Learning**
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 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 = \$ _____
Compact Discs _____ x 5.00 = \$ _____

Note: The fee includes a high quality 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.