



DUPLICATION SERVICES REQUEST
FOR COMPUTING SYSTEMS

Governed by
INFORMATION TECHNOLOGY SERVICES



This form may be found online at http://ww2.umflint.edu/its/forms/duplication.pdf

Instructions: This form was designed for UM-Flint Faculty, Staff, and Student Organizations who would like university-related CD or DVD projects mass-duplicated. Please complete this form and return it to ITS, 207 MSB, for processing. Please review duplication policies on second page of this form.

This request is for (check one):

[] Duplication

Number of CDs needed: _____

[] I provide blank CD disks

Cost \$10/50 Session Charge \$ _____

[] ITS provides blank disks

Cost of \$1.00 each plus \$10/50 Session Charge \$ _____

Number of DVDs needed: _____

[] I provide blank DVD-R disks

Cost \$20/50 Session Charge \$ _____

[] ITS provides blank disks

Cost of \$1.50 each plus \$20/50 Session Charge \$ _____

[] Duplication and Label Printing (using media specified by ITS)

Number of CDs needed: _____

Cost to be quoted by ITS \$ _____

Number of DVDs needed: _____

Cost to be quoted by ITS \$ _____

[] Label Design Service

Cost to be quoted by ITS \$ _____

[] Purchase sleeves or cases for above request:

[] Paper Sleeves Amount _____ Cost \$0.10 each \$ _____ Date Needed: _____

[] Plastic Cases Amount _____ Cost \$0.20 each \$ _____

[] Jewel Cases Amount _____ Cost \$0.25 each \$ _____

[] DVD Cases Amount _____ Cost \$0.30 each \$ _____

Total Charge: \$ _____ Method of Payment: [] Cash [] Check [] Credit Card [] Chart Field (See Below)

Department or Organization requesting service: _____

Person authorizing services:

Name: _____ Campus phone: _____
(please print)

Check one: [] faculty [] staff [] student organization [] other _____

By signing below, the party identified above agrees to comply with all applicable regulations regarding copyrighted media in accordance with policies (on second page of this form) of the University of Michigan-Flint.

(signature) _____ (date) _____

If applicable, Chartfields to be charged:

Fund _____ Dept.ID _____ Program _____ Sub-Class _____ Project/Grant _____

If applicable (requests for duplication of over 100 disks), name and signature of the head of this unit:

(name - please print) _____ (signature) _____ (date) _____

ITS OFFICE USE ONLY

Approved [] Denied [] Date Processed: _____ Initials: _____

(If request is for over 100 disks)

Comments: _____



DUPLICATION POLICY



These policies and a cost calculator may be found online at <http://ww2.umflint.edu/its/services/duplication.htm>

ITS provides the CD and DVD duplication service with the intent of helping the campus staff produce copies of their original projects quickly and easily. Duplication services will not be performed on a walk-in basis.

COPYRIGHT LIMITATIONS

Duplication of CD and DVD is restricted to protect both fair access and copyrighted material. No commercially copyrighted discs may be duplicated. ITS will not be able to duplicate copyrighted materials without proper permission from the rightful owner(s) of the copyright. For more information, please consult <http://www.copyright.umich.edu/>.

SMALL ORDERS

ITS will not duplicate **less than ten (10)** copies of a single CD or DVD disk. ITS will not perform 1-to-1 disk copy services. Small duplication requests must be made at least **2 full business days** in advance of the desired completion date.

LARGE ORDERS

CD and DVD blank media are stocked by ITS in anticipation of casual demand by UM-Flint faculty, staff, and student organizations. Requests for **excessive numbers** of media by any group or individual may be denied if satisfying that request will deplete our stock and thereby render us unable to satisfy the requests of others.

Any order **exceeding 100** CDs or DVDs will require committee approval and must be made at least **7 full business days** in advance. ITS reserves the right to decline any order **larger than 1,000** CDs or DVDs. ITS may be able to offer a referral to a professional duplication service.

DUPLICATION SESSION CHARGES

ITS adds a duplication session surcharge to cover the cost of labor and wear on the equipment. A session surcharge is charged **per each batch of 50 disks** that are duplicated and is applicable even if the order is for less than 50 copies.

PAYMENT OPTIONS

Cash payments (exact amount) can be made for services costing \$20 or less. ITS will accept checks and credit card payments. Charge back to departments is also available through departmental chart fields.

CERTIFIED MEDIA

You may provide ITS with the media to duplicate your CD or DVD (8x DVDs only). Please consult with ITS to have your media approved. However, if you wish to have a graphic printed on the CD or DVD you **must** use certified media. This certified media may be obtained by purchasing the disks through ITS or by purchasing them from one of these links:

Certified DVD media: http://www.cddimensions.com/cd-r_media/tai-dvd47spysb8.asp

Certified CD media: http://www.cddimensions.com/cd-r_media/tai-cdr80wphp.asp

FAILURE OF BLANK MEDIA

If blank media fails during the duplication process, and the customer has supplied the media, ITS cannot be held responsible for replacing the damaged media. If blank media fails during the duplication process, and ITS has supplied the media, ITS will replace the damaged media.

PRINTING

Graphics or text can be printed on CDs and DVDs for an **additional fee**. The additional fee will be based on the complexity of the graphic you wish to print and whether it needs to be printed in color. This additional fee will be determined by ITS when presented with the desired graphic/text.

DUPLICATION OF VHS TAPES

ITS will not duplicate VHS tapes. If you need to duplicate a VHS tape you may consult <http://www.discmakers.com/> or locate another company that provides VHS duplication services.