

WCAC-TV

Program Duplication Request Form

DVD copies of programs aired on WCAC-TV are available for \$25 per copy on a pre-pay basis. Please complete this form and submit to WCAC-TV with payment (cash or check) to begin the process.

Once payment is received the duplication will be made and you will be contacted. DVD copies must be picked up within 30 days of completion or they will be disposed of.

** If you wish to have DVD copies mailed to you please include a \$5.00 shipping and handling charge per copy.

Payment can be dropped off or mailed to:

WCAC-TV

37 Walnut Street, Suite 110

Wellesley, MA 02481

Attn: Program Duplication Request

Program Information:

Title of Program: _____

Number of Copies Requested: _____

Requestor Information:

Name: _____

Address: _____

Phone #: _____

email: _____

To Be Completed By WCAC-TV Staff:

Date of Request: _____

Staff Initials: _____

Date Duplication Completed: _____

Staff Initials: _____

Date Duplication Picked Up: _____

Staff Initials: _____