

COPY REQUEST FORM

TODAY'S DATE:	
LAST NAME:	FIRST NAME:
PHONE #: () -	E-MAIL:
SHIPPING ADDRESS: <i>(if shipping physical media)</i>	
DESCRIPTION OF COPY REQUEST <i>Please include name, date, time and venue for concerts or recitals, plus a MSM library reference number when applicable</i>	

SELECT MEDIA TYPE:	COST	QUANTITY* or TIME ESTIMATE	SUBTOTAL
<input type="checkbox"/> Audio Files (WAV) <i>sent via download link</i>	\$10 flat fee	N/A	\$
<input type="checkbox"/> Video Files (MP4) <i>sent via download link</i>	\$15 flat fee	N/A	\$
<input type="checkbox"/> CD	\$10 first copy <i>(\$5 each additional)</i>		\$
<input type="checkbox"/> DVD	\$15 first copy <i>(\$5 each additional)</i>		\$
<input type="checkbox"/> Custom Compilation/Real-Time Media Transfer	\$35/hour		\$
	<input type="checkbox"/> MAIL DISCS <i>(add \$3.00 Shipping)</i>		\$
	<input type="checkbox"/> PICK UP DISCS		N/A
	TOTAL AMOUNT DUE:		\$

**Myers Recording Studio must limit copy orders to three physical disc copies per client due to copyright, licensing and duplication restrictions. No more than three copies per person of any particular performance may be ordered.*

DUPLICATION POLICIES:

1. Payment for copy request orders is due when submitting this form.
2. Real-Time transfers from LP/CASSETTE/DAT/MINIDISC are charged at the rate of \$35/hour and are based on studio and personal availability. An estimate of time needed will be given when the request is received and a final invoice will be sent once the transfer is complete. **Additionally, Transfers of MSM concert recordings that are on reel-to-reel tapes require additional time for proper handling, calibration of tape media, and transferring, charged at \$65/hour.**
3. Myers Recording Studio accepts payment by check only. Please make check payable to "Manhattan School of Music." If submitting by mail, please send the completed request form and check payment to Myers Recording Studio, 120 Claremont Avenue, New York, NY 10027.
4. Video duplication services are offered for recordings made by Myers Recording Studio **only**. Duplication, editing, or post-production work of any kind on outside video material is not offered.
5. Copies of recordings on which you are not a performer or a composer require special approval. See the Distance Learning and Recording Arts Department in Room 312 for more information.