

**Recording and Distance Learning Department
Myers Recording Studio**

**CD Copy Request Form
2007-2008**

Today's date _____ **Invoice #** _____

Last name _____ **First name** _____

Phone # _____ **E-mail** _____

Address _____

Number of copies requested _____
(Maximum of 3 copies)*

Description of copy request:

(Include Manhattan School of Music library reference numbers when applicable.)

Total time of music to be recorded _____ **Total amount due \$** _____

(Up to 74 minutes/CD)

Duplication Policies

- Myers Recording Studio must limit copy orders to **3 copies per client**, due to copyright and duplication restrictions. **(*No more than 3 copies per person of a specific performance can be ordered.)**
- The recording studio reserves the right to require up to **5-7 business days** to complete your copy request order.
- The studio will not begin processing your copy request order until **full payment** for these services has been received. **Payment for copy request order is due when submitting this form.**
- Myers Recording Studio accepts payment by check or money order only! **Make check payable to Manhattan School of Music.** To pay by cash, have the Bursar's Office (Room 114) stamp your **Myers Recording Studio Invoice** receipt "paid" and return invoice to Room 234. Orders will not be processed without this stamped invoice.
- Copies of recordings on which you are not a performer or a composer require special approval. See the department of recording & distance learning (Room 234) for more information.

-Price List for Copy Services on Reverse Side-

**Recording and Distance Learning Department
Myers Recording Studio**

**Duplication Services and Supplies
2007-2008**

COMPACT DISC (CDR) COPIES

- | | |
|--|-------------------------|
| ▪ Student Recital or MSM institutional performance | \$10.00 |
| ▪ Additional copies | \$5.00/each |
| ▪ Custom Copy Order | \$20.00 *minimum |
| ▪ Additional copies | \$5.00/each |

*** For custom orders, additional time required to complete order will be determined at the time of order and will be charged at the rate of \$20.00/hr.**

MINIDISC TRANSERS

**\$20 flat fee to transfer minidisc to CDR (up to 80 minutes)
\$5 charge for each additional medium if transfer material exceeds 80 minutes
A second and third copy of a transfer can be made for \$5 each.**