

# RECORDING COPY REQUEST

2018-19

<b>TODAY'S DATE:</b>	
<b>LAST NAME:</b>	<b>FIRST NAME:</b>
<b>PHONE #:</b> (       )       -	<b>E-MAIL:</b>
<b>SHIPPING ADDRESS:</b> <i>(if shipping physical media)</i>	
<b>DESCRIPTION OF COPY REQUEST</b> <i>Please include name, date, time and venue for concerts or recitals, plus a MSM library reference number when applicable</i>	
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MSM CONCERT & RECITAL COPIES	COST	QUANTITY	SUBTOTAL
<input type="checkbox"/> Audio Files (WAV) via download link	\$10 flat fee per concert or recital		\$
<input type="checkbox"/> HD Video Files ( 1080p/MP4) via download link	\$15 flat fee per concert or recital		\$
<input type="checkbox"/> CD	\$10 first copy \$5 each additional		\$
<input type="checkbox"/> DVD Standard Definition 720 x 480 resolution (not HD)	\$15 first copy \$5 each additional		\$

AUDIO MEDIA TRANSFERS	RATE	TIME ESTIMATE	SUBTOTAL
<input type="checkbox"/> LP / CASSETTE / DAT TAPE	\$35/hour		\$
<input type="checkbox"/> MSM Reel-to-Reel Tape	\$65/hour		\$

<input type="checkbox"/> MAIL DISCS <i>(add \$3.00 Shipping)</i>	\$
<input type="checkbox"/> PICK UP DISCS	N/A
<b>TOTAL AMOUNT DUE:</b>	<b>\$</b>

## DUPLICATION POLICIES:

1. Payment for Copy Requests is due when submitting this form. 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, 130 Claremont Avenue, New York, NY 10027.**
2. Myers Recording Studio must limit copy orders to three (3) 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.
3. 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.
4. 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.