



CITY OF LAWDALE MEDIA DUPLICATION REQUEST FORM

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 970-2100, FAX (310) 644-4556

1. CUSTOMER INFORMATION:

NAME:		DATE:	
ADDRESS:			
CITY:	STATE:	ZIPCODE:	
PHONE:	EMAIL:		

2. CHOOSE MEDIA FORMAT: DVD \$1.00 each VHS \$2.50 each

3. PROGRAM INFORMATION:

QTY	PROGRAM DESCRIPTION	PRICE	AMOUNT

TOTAL AMOUNT \$ _____

4. VERIFICATION OF PROGRAM AVAILABILITY

CATV STAFF SIGNATURE _____ **DATE** _____

**PLEASE ALLOW UP TO 10 DAYS FOR FULFILLMENT *see Govt. Code §§ 6250 - 6276.48) for details
DVD OR TAPES WILL BE AVAILABLE FOR PICK UP AT:
LAWDALE CITY HALL – 14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260**

- **VHS NOTE:** Programs with running times greater than 2 hours will be recorded in EP mode.
- **DVD NOTE:** Programs with running times greater than 2 hours will experience some compression and digital artifacts that can appear to slightly degrade the image quality.
- Limit one program per tape or disc
- Media duplication is provided in accordance with **California Public Records Act. GOVT . CODE. §§ 6250 - 6276.48**
- Full payment must be received before DVD or VHS media is generated.

5. PAYMENT - Cashier's Check or Money Order Only*

MAKE PAYABLE TO: CITY OF LAWDALE

REMIT PAYMENT TO:

City of Lawndale
14717 Burin Avenue
Lawndale, CA 90260

(*Personal Check with ID or Cash Payments can be made at the Lawndale City Hall Cashier's window)

6. CITY STAFF SIGNATURE _____ **DATE** _____

All orders must include date and name of staff member who receives payment.