DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION
MEDIA PRODUCTION SERVICES
P.O. BOX 480, 205 JEFFERSON STREET
JEFFERSON CITY, MO 65102
PH: 573-751-2721 OR TOLL FREE: 1-877-628-1678 FAX: 573-526-6793

DUPLICATION REQUEST

DATE	DATE NEEDED	DEPARTMENT	DIVISION
SECTION	CONTACT PERSON		TELEPHONE NUMBER
ADDRESS (INTERAGENCY)			

JOB SPECIFICATIONS

PROJECT/VIDEO NAME	PROGRAM LENGTH
FORMAT OF MASTER SUBMITTED ☐ VHS ☐ DVD ☐ CD ☐ BETACAM-SP ☐ DVCPRO ☐ MINI-DV ☐ U-MATIC ☐ OTHER _____	TOTAL NO. DUPLICATES

	INDICATE NO. NEEDED OF EACH	SPECIAL INSTRUCTIONS/LABELING REQUESTS
VHS		
DVD		
CD		
BETACAM SP		
DVC PRO		
MINI-DV		
U-MATIC SP		
OTHER		

SIGNATURE:		DATE

This signature authorizes Media Production Services to perform and invoice for the services requested

OFFICE USE ONLY
Project No.:
Billed: ☐ Date:

MO 500-2542 (7/07)