

# EDIT

Date: \_\_\_\_\_ By: \_\_\_\_\_ Pages: \_\_\_\_\_

To: \_\_\_\_\_ Co./Dept.: \_\_\_\_\_

Ph: \_\_\_\_\_ Fx: \_\_\_\_\_

## C-SPAN Videotapes "SEGMENT" Order Form

PLEASE READ, COMPLETE AND RETURN THIS FORM IMMEDIATELY TO FAX: 765-497-9699, ATTENTION: NITA STICKROD, PH: 765-464-3005. IF YOU EXPERIENCE TRANSMISSION PROBLEMS, PLEASE CALL: 877-ONC-SPAN (877-662-7726)

**IMPORTANT NOTE TO THE CUSTOMER:** SEGMENTS (EDITED TAPES) ARE CREATED ONLY BY SPECIAL REQUEST. AN ADDITIONAL \$40.00 EDIT FEE IS CHARGED FOR EACH SEGMENT, AND IS NOT RETURNABLE FOR A REFUND. IF WE MAKE AN ERROR IN DUPLICATING YOUR TAPE, WE WILL REPLACE IT WITH THE CORRECT SEGMENT.

**SPECIAL NOTE:** THESE VIDEOTAPES WILL CONTAIN C-SPAN GRAPHICS

### CUSTOMER:

SHIP TO: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### CARDHOLDER:

BILL TO: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Program ID#	Program Title	Quantity	Price	Edit Fee	Extended Price

**HANDLING OPTIONS:** With the exception of Immediate Rush option, orders received after 2:00 p.m. are processed the next business day. Handling fees include Federal Express shipping. Subtotal: \_\_\_\_\_

Handling Fee: \_\_\_\_\_

**Please Note:** Rush handling fees, shipping fees, segment tapes, and special format tapes are not refundable.

International Shipping: \_\_\_\_\_

\_\_\_\_\_ **Standard:** \$7 for 1<sup>st</sup> Program ID & \$3 for each additional program ID shipped in approximately 7 - 14 business days

Order Total: \_\_\_\_\_

\_\_\_\_\_ **3-Day Rush:** \$75 per Program ID, shipped by 3<sup>rd</sup> business day

**PAYMENT OPTIONS:** Checks and major credit cards accepted

\_\_\_\_\_ **Tomorrow Rush:** \$150 per Program ID. Order received before 2:00 p.m., shipped for next business day delivery

\_\_\_\_\_ MC \_\_\_\_\_ VISA \_\_\_\_\_ Novus/Disc \_\_\_\_\_ AmEx

\_\_\_\_\_ **Immediate Rush:** \$200 per Program ID. Order received after 2:00 p.m., shipped for next business day delivery

Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_/\_\_\_\_

\_\_\_\_\_ **Saturday Delivery:** Customer Federal Express Account Number Required \_\_\_\_\_ (or charges billed to your credit card)

Cardholder Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Checks** should be made payable to and mailed to:  
C-SPAN Archives, P.O. Box 66809, Indianapolis IN 46266-6809

Order#: \_\_\_\_\_ By: \_\_\_\_\_ Shipped: \_\_\_\_\_

**OR** delivered via courier to:  
C-SPAN Archives, Bank One Lockbox 66809, 7610 West Washington St., Indianapolis IN 46231