You can fill in this form on the screen! Print and fax it to the Media Distribution Office.

INFORMATION COMMONS VIDEO COLLECTION ORDER FORM

University of Toronto, 130 St. George Street, Toronto, Ontario M5S 3H1 Phone: (416) 978-4098 Fax: (416) 971-2692

DATE: (YYYY) _____ (MM) _____ (DD) _____

CUSTOMER INFORMATION

INSTITUTION	ATTENTION (NAME)
DEPARTMENT	TELEPHONE NUMBER EXT.
ADDRESS 1	FAX NUMBER
ADDRESS 2	E-MAIL ADDRESS
CITY; PROVINCE/STATE; POSTAL/ZIP CODE; COUNTRY	FOR NORTH AMERICAN PURCHASE, PLEASE ORDER 4 WEEKS IN ADVANCE OF PLAY DATE. FOR EUROPEAN PURCHASE, PLEASE ORDER 4-6 WEEKS IN ADVANCE OF PLAY DATE.

VIDEO SELECTION (Please enter $CDN prices as listed in our price list)

PLEASE SPECIFY MEDIA FORMAT: ☐ NTSC VHS TAPE ☐ PAL VHS TAPE ☐ DVD

TITLE	QUANTITY	UNIT PRICE	SUBTOTAL
			$ $0.00
			$ $0.00
			$ $0.00
			$ $0.00
			$ $0.00
			$ $0.00
SHIPPING AND HANDLING: $15 FOR FIRST VIDEO	1	$15	$ $15.00
SHIPPING AND HANDLING: $5 FOR EACH ADDITIONAL VIDEO	0	$5	$ $0.00
		SUBTOTAL	**$ 15.00**
ARE YOU A CANADIAN RESIDENT? ○ YES ○ NO		**GST (5%)**	**$ 0.00**
ARE YOU AN ONTARIO RESIDENT? ○ YES ○ NO		**PST (8%)**	**$ 0.00**
		TOTAL	***$ 15.00***

METHOD OF PAYMENT

1. ○ **MASTERCARD** ○ **VISA**

   Credit Card Number: _____

   Expiry Date: _____

   Card Holder Name: _____

2. ○ **PURCHASE ORDER** P.O. Number: _____

3. ○ **CHEQUE** ○ **MONEY ORDER**

   (Videos will be shipped upon receipt of payment)

REFUND POLICY: Purchase is final once the order has been shipped.

PAYABLE TO: University of Toronto

FAX TO: (416) 971-2692

MAIL TO: Information Commons
Media Distribution Office
University of Toronto
130 St. George Street
Toronto, ON M5S 3H1

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2010.12.01

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