



CD/DVD DUPLICATION SERVICE ORDER FORM

Return completed form to the Licensed Software Office at the above address. Please call in advance to confirm duplication schedule.

CUSTOMER INFORMATION

FACULTY/STAFF NUMBER	ADDRESS	
NAME (FIRST, MIDDLE, LAST)	CITY/PROVINCE/POSTAL CODE (OFF-CAMPUS ONLY)	
DEPARTMENT	TELEPHONE NUMBER	EXT.
E-MAIL ADDRESS	FAX NUMBER	

DUPLICATION SERVICE SELECTION

SERVICE	QTY	PRICE	
OPTION 1: CD-R OR DVD-R + PAPER ENVELOPE		\$1.50	\$
ADD: <input type="checkbox"/> INKJET LABEL*		\$0.50	\$
ADD: <input type="checkbox"/> SLIM JEWEL CASE		\$0.30	\$
ADD: <input type="checkbox"/> KEEP CASE		\$0.30	\$
OPTION 2: MINI CD-R + CLEAR VINYL SLEEVE		\$1.50	\$
ADD: <input type="checkbox"/> INKJET LABEL*		\$0.35	\$
OPTION 3: MINI CD-R (HOCKY RINK STYLE) + CLEAR VINYL SLEEVE		\$1.50	\$
ADD: <input type="checkbox"/> INKJET LABEL*		\$0.35	
ARTWORK: GRAPHIC DESIGN, PRINTING			\$

* For more information on CD/DVD duplication, including how to design your own labels, visit:
www.utoronto.ca/ic/software/duplication.html

Volume discount for orders over 500 copies is 5%; over 1000 copies is 10%
(Volume discount does not apply to ARTWORK)

Subtotal	\$
Discount	
HST (13%)	\$
Total	\$

METHOD OF PAYMENT

*** All sales, except UofT FIS transactions, are subject to HST. University of Toronto Purchasing Charge Cards (PCards) are not accepted. Visit www.procurement.utoronto.ca for more information.**

FIS NOTICE

Purchases requesting charge orders to FIS accounts are now made through UShop.

Please contact us at 416-978-4990 if you require information on registering an account.

CREDIT CARD

American Express MasterCard Visa

Credit Card Number: _____

Expiry Date: _____

Card Holder Name: _____

Signature: _____

CASH

CHEQUE

DEBIT CARD/INTERAC

INVOICE/PURCHASE ORDER

CONDITIONS OF USE

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