

Lawrence University
 Conservatory of Music
 Recording Services
 Appleton, Wisconsin 54912
 (920) 832-6882
 email: recording@lawrence.edu

LAWRENCE UNIVERSITY
Conservatory of Music
Recording Services
DUPLICATION REQUEST FORM

*

Name _____ **Student ID#** _____ **Phone** _____ **Date** _____

Address _____ **City** _____ **St** _____ **Zip** _____

Students, please check one: I will pay COD _____ Please bill my student account _____ (student ID REQUIRED)

email address * _____

Duplication Fee is \$20/hr. PLUS \$2 per CD and box.

Recording studio rate is \$40 per hour for Lawrence Conservatory and Academy students and faculty.
 The off campus client rate is \$80 per hour. Studio services include recording, digital audio assembly,
 editing, digital audio processing (equalization, reverb, etc.) and CD mastering.

Students wishing to have their recitals video recorded to VHS or DVD **MUST** indicate such on their Event Form.
 Your Student Account will be charged \$5 for a VHS tape OR a DVD.

Quantity	Date	Performance	Selections (all, unless specified otherwise)

"Lawrence University provides duplicates of audio recordings from the Lawrence archives for personal use, audition, study and scholarly research purposes only. I acknowledge that Lawrence University retains certain copyrights to these recordings. I understand that I am not authorized to make additional copies of these materials or use these recordings for any commercial purposes."

Signature (when ordering) _____ Date _____

Signature (upon receipt of order) _____ Date _____

Please make your check payable to Lawrence University. Full payment must be made when recordings are picked up.
 Completed recordings will be in the Conservatory office (832-6611) and may be picked up during normal business hours.

FOR OFFICE USE ONLY

Date completed: _____ Deposit Paid \$ _____

Engineer: _____ Date paid: _____

Order # _____ Deposit Check # _____

Invoice # _____ Rec'd by: _____