-  
POST PRODUCTION CENTER

**WORK ORDER**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Source Elements: \_\_\_\_\_\_\_

**\*WE CANNOT DUB COPYRIGHTED MATERIAL**

**Source: TAPE STOCK: (Specify Type) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HARD DRIVE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Dubbing To: MEDIA (Tape Stock, Hard Drive, Flash Drive, Etc…) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Archive to LTO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

**NOTE:** You must provide **MEDIA** for all dubs**. Label all MEDIA with your NAME, PHONE #, and EMAIL**

**\* THE POST PRODUCTION CENTER IS NOT RESPONSIBLE FOR ANY LOSS OF MEDIA.\***

\_\_\_\_\_**PRE-STRIPE**  TIMECODE STARTING AT \_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_

**SPECIAL INSTRUCTIONS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE:** Dubs will be done ASAP. Dubs will be completed within **ONE WEEK**, but **we cannot guarantee a specific date**. If you need to have your dub done by a specific date, you are welcome to take it to a dub house. You are responsible for picking up your media when the work is completed. Make sure the work is complete. If there are any problems, please let us know and we will do the dubs again ASAP.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* Post Center Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Center Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Picked Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

\*I certify that all of my materials have been returned.