

**Duplication Form**  
**RBTV**  
**For Personal And Home Use Only**

Due to the large volume of requests for videotape duplication, we have found it necessary to adopt the following guidelines:

1. We will only duplicate tapes produced by Riverside Brookfield High School.
2. Tape duplication will take at least five working days to complete.
3. No tapes will be issued to individuals to duplicate outside the building.
4. Any unauthorized reproduction, distribution, or exhibition of RB copyrighted programs in whole or in part, is strictly prohibited.
5. A \$20.00 fee per program on DVD or VHS (please circle one format) will be charged.

Name (print) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Program Title \_\_\_\_\_

Episode Number or Description \_\_\_\_\_

\_\_\_\_\_

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**Mail or drop off this form with payment to:**

**RBTV**  
**160 Ridgewood Road, Suite 251D**  
**Riverside, IL 60546**