

**Video Tape Copy Agreement**

The undersigned agrees upon receipt of the videotape copy that he/she is personally responsible for the use of the videotape and that said use will not include copying of, any alteration of, public showing of any kind, or any showing for a profit, in part or in its entirety.

The undersigned agrees that this videotape copy will be played for private use only and that any other use (as mentioned above) without written consent from the Irving Community Television Network is forbidden.

**PLEASE NOTE THERE IS A \$15.00 DUB FEE PER REQUESTED PROGRAM.**

**Note - We allow 10 to 15 business days from the date of request for dubs to be completed, with the exception of holiday programming/specials/large or multiple requests, or archived materials. These requests can take up to a month or longer.**

Tape provided by:

\_\_\_\_\_ on \_\_\_\_\_  
Print Your Name Date

\_\_\_\_\_  
Phone Number

Received/picked up by:

\_\_\_\_\_ on \_\_\_\_\_  
Customer's Signature Date

**PLEASE RETURN SIGNED AGREEMENT TO:**

Community Affairs Department  
*Irving Community Television Network*  
233 S. Rogers Road  
Irving, Texas 75060  
972-721-2468

Show: \_\_\_\_\_ Air Date: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Authorized by: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**

Contacted for Pick-up: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Charge: \_\_\_\_\_