



# Virginia Union University

Office of Academic Technology & University Media  
 L. Douglas Wilder Library & Learning Resource Center  
 1500 North Lombardy Street | Richmond, Virginia 23220  
 Phone: (804)342-3895 | Fax: (804)354-5954

## Baccalaureate CD & DVD Order Form | Speaker: Dr. Corey D.B. Booker | 05/12/2017

Name (please print):		Date:	Email:	
		Phone:	Cell:	
Billing Address	Shipping Address			
Shipping Method:	<input type="checkbox"/> Pick-Up at Audio Visual Office	<input type="checkbox"/> Standard Shipping		

### Audio CD and DVD Order Information

<input type="checkbox"/> <b>AUDIO CD</b> (Contains Message Only)	Number of CDs _____	x \$5.00	= \$ _____	+ Shipping & Handling \$1.00 per CD X _____ CDs = \$ _____
<input type="checkbox"/> <b>DVD</b>	Number of DVDs _____	x \$15.00	= \$ _____	+ Shipping & Handling \$2.00 per DVD X _____ DVDs = \$ _____
				<b>Shipping &amp; Handling Total \$ _____</b>

**GRAND TOTAL \$ \_\_\_\_\_**

### Totaling Instructions:

1. Please total the number of ordered CDs and multiply by the CD's individual cost.
2. Please total the number of ordered DVDs and multiply by the DVD's individual cost.
3. Please total the number of CDs and multiply by \$1.00 for each CD to be shipped.
4. Please total the number of DVDs and multiply by \$2.00 for each DVD to be shipped.
5. Please add numbers 1 through 4 and total the amount above.

### Payment Instructions:

- After the top portion has been completely filled out, please check money order and include the money order number below.
- **NOTE:** After the form has been completely filled out, please then mail and/or fax a copy of the completed form to the Office of Academic Technology & University Media (*please see address above*). If you have chosen to fax the completed Order Form, please then mail a Money Order to the Office of Academic Technology & University Media (*please remember to include your name and address on the money order for verification*).

**NOTE: Order Will Not Be Processed Until Money Order Has Been Received**

*Please allow 6-8 weeks for CD/DVD to arrive, and remember to include the shipping cost. Thank You!*

### Payment Method

<input type="checkbox"/>	Money Order ONLY	# _____
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**By signing this Order Form, the customer acknowledges that he/she has read and understands this purchase agreement:**