

REQUEST FOR DVD

University of Illinois at Springfield (UIS) Commencement Ceremony

The Commencement Ceremony will be available on DVD.
Copies may be ordered from the UIS Office of Electronic Media.
Cost of each DVD is \$25 (*payment due upon time of placing order*)

To order, please follow the instructions below:

1. Fill out the form.
2. Form may be hand delivered, mailed or order may be placed by telephone:

Hand Delivered Orders: Deliver to the Office of Electronic Media, PAC 138 or
To the Cashier's Office (*Bursar*), lower level of the Public Affairs Center

- or -

Mail Orders: Office of Electronic Media
University of Illinois at Springfield
One University Plaza, PAC 138
Springfield, IL 62703

- or -

Phone Orders: Office of Electronic Media – 217/206-6799 with credit card

For additional information, please call 217/206-6799

Number of DVDs requested? _____

(please print)

Name: _____

Phone Number: _____

Address to which the DVDs should be mailed: (*allow 4 to 6 weeks for delivery*)

<i>for Bursar's Use Only</i>	<i>for Office of Electronic Media use only</i>
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