UNIVERSITY OF TORONTO
INFORMATION COMMONS

University of Toronto, 130 St. George Street, 1st Floor,
Toronto, Ontario M5S 3H1
Phone: (416) 978-6532 • Fax: (416) 971-2692

VIDEO COLLECTION ORDER FORM

DATE: _____ YYYY MM DD

CUSTOMER INFORMATION

INSTITUTION	NAME (FIRST, MIDDLE, LAST)
DEPARTMENT	E-MAIL ADDRESS
ADDRESS1	TELEPHONE NUMBER EXT.
ADDRESS2	FAX NUMBER
CITY, PROVINCE/STATE, POSTAL/ZIP CODE, COUNTRY	For North American purchase, please order 4 weeks in advance of play date. For European purchase, please order 4–6 weeks in advance of play date.

VIDEO SELECTION (please enter $CDN prices as isted in our price list)

PLEASE SPECIFY MEDIA FORMAT ◯ NTSC VHS TAPE ◯ PAL VHS TAPE ◯ DVD			
TITLE	**QTY**	**PRICE**	
			0.00
			$ 0.00
			$ 0.00
			$ 0.00
SHIPPING AND HANDLING: $25 FOR FIRST VIDEO	1	$25	$ 25.00
SHIPPING AND HANDLING: $5 FOR EACH ADDITIONAL VIDEO		$5	$ 0.00
		Subtotal	$ **25.00**
Are you a Canadian Resident? ☐ Yes ☐ No		GST (5%)	$ **0.00**
Are you an Ontario Resident? ☐ Yes ☐ No		PST (8%)	**0.00**
		Total	$ **25.00**

METHOD OF PAYMENT

◯ **CREDIT CARD**

◯ **American Express** ◯ **MasterCard** ◯ **Visa**

Credit Card Number: _____

Card Holder Name: _____

Expiry Date: _____

Signature: _____

◯ **INVOICE/PURCHASE ORDER**

P.O. Number_____

◯ **CHEQUE***

◯ **MONEY ORDER***

*videos will be shipped upon receipt of payment

Refund policy: purchase is final once the order has been shipped

Payable to: University of Toronto
fax to: 416 971-2692
mail to: Information Commons
Media Distribution Office
University of Toronto
130 St. George Street
Toronto, ON M5S 3H1

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