



# Virginia Union University

<http://www.vuu.edu>

Office of Audio Visual Services

Phone: (804)342-3895

Fax: (804)354-5954

## 116<sup>th</sup> Baccalaureate Service / 116<sup>th</sup> Commencement Exercises DVD Order Form

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	

### DVD Order Information

<input type="checkbox"/>	Baccalaureate Message (Dr. James Perkins)	# of DVDs _____	x \$15.00 = \$_____	+ Shipping & Handling \$2.00 per DVD X _____ DVDs	Grand TOTAL \$_____
<input type="checkbox"/>	Commencement Exercises (Honorable Judge James Spencer)	# of DVDs _____	x \$20.00 = \$_____		
				Shipping Total: _____	

### Totaling Instructions:

1. Please Total the number of DVDs and multiply by cost for the individual DVD cost (Baccalaureate \$15/Commencement \$20)
2. Please Total the number of DVDs and multiple by \$2.00 for each DVD to be shipped.
3. Please add numbers 1 and 2 and total above.

### Payment Instructions:

- After the top portion has been completely filled out, please check money order and include the money order number below.
- **NOTE: CASH WILL NOT BE ACCEPTED ON SITE.** After form has been completely filled out, please then mail and/or fax a copy of the completed form to the Office of Audio Visual Services (please see address below). If you have chosen to fax the completed Order Form, please then mail a Money Order to the Office of Audio Visual Services (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 DVD to arrive, and please remember to include the shipping cost. Thank You!*

### Payment Method

<input type="checkbox"/>	Money Order ONLY	#	
--------------------------	------------------	---	--

By signing this Order Form, the customer acknowledges that he/she has read and understands this purchase agreement:

Virginia Union University | Office of Audio Visual Services  
 L. Douglas Wilder Library & Learning Resource Center  
 1500 North Lombardy Street | Richmond, Virginia 23220  
 Phone: (804)342-3895

