

## **BMU Video DVD SALES & PRODUCTION WORK POLICY**

Copies of Bryan Video productions are available for consumer purchase. If someone would like to order a copy of a program they have seen on either BMU channels 3 or 4, they should contact BMU Video at 419-633-6137, Monday through Friday from 8am until 5pm, or send us an email at [bmuvideo@cityofbryan.com](mailto:bmuvideo@cityofbryan.com). Before BMU will process or ship an order all charges associated with the order must be prepaid in full to the video department of Bryan Municipal Utilities. Payments may be made at the BMU office with cash, check, or credit card orders. Credit cards will be processed through our clerk's office.

Once order and payment have been received by BMU please allow 2-3 weeks for completion of your video order. Once order is finished customers will be contacted and will be able to pick up their DVD copy at our offices at 841 E. Edgerton St., Bryan Ohio. For an additional fee BMU will ship customer orders to them. For a normal single order the cost will be \$5.50 If express ship is requested, the customer will be charge current rates for BMU's shipper.

We recommend the customer view the entire DVD upon receiving to ensure there are no recording flaws. If a problem is found please contact BMU immediately to rectify the problem. BMU will warranty their videos for 2 months after customer receives. Please understand that due to the nature of DVD's and video tapes BMU will not warranty tapes if it is believed that they have been abused or mishandled by the customer. If the customer has any questions concerning the care and handling of video products please feel free to contact BMU at 419-633-6137.

## **RATE CARD FOR SALES & PRODUCTION WORK**

All sales & production work must be prepaid for.

Production work will be estimated with final invoice upon completion.

Normal single program	\$20.00 each
Special Event Packages	Per event package
Shipping	\$5.50 per single disk multiple copies priced at current USPS rate over the initial charge
Slim case DVD duplication of material	\$10.00 each
Slim case DVD duplication of material (10+)	\$7.50 each
Standard case with cover duplication	\$13.00 each
Standard case with cover duplication (10+)	\$10.00 each
Editing (per hour no less than 1hr billed) <i>*on original content owned by customer</i>	\$75.00 per hour